2023-02-08

IEEE Proposed Agenda

Expected Date of Meeting: Wednesday, February 8th

Expected Duration: 120 mins

Meeting Number: 8

Location: SITE4026 and on Zoom, https://us06web.zoom.us/j/95068465084?pwd=SjV2aFFoTjF2bHY0UHN6VTEvaWlmUT09

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. Ben has to leave early so treasurer updates

7. Vice-Chair Position Update

8. By-Elections

9. Battle Royal Funds to Hack the Hill Funds

10. Artemis Watch Party Funds to Pancake Breakfast Funds

11. Updates

    a. Executive Team

    b. WIE Affinity Group

    c. Program Representatives

    d. Photonics Society Chapter

12. Varia

13. Closing Remarks

IEEE Meeting Minutes

Starts: 7:30pm

In Attendance:

- Rikki
- Nizar
- Sultan
- Steven
- Disala
- Stefan
- Pavly
- Saheen
- Ben
- Ethan
- Juan
- Ming
- Sacha
- Loic
- Sophie
- Mohamad
- Nyah

Excused Absences:

- Emma

- Kaitlyn

- Anjaliya

Call to Order and Introduction

- Rikki: "Welcome everyone to our 8th meeting and thank you for those who are joining."

Land Acknowledgement

We pay respect to the Algonquin people, who are the traditional guardians of this land. We acknowledge their longstanding relationship with this territory, which remains unceded.

We pay respect to all Indigenous people in this region, from all nations across Canada, who call Ottawa home.

We acknowledge the traditional knowledge keepers, both young and old. And we honour their courageous leaders: past, present, and future.

Adoption of Agenda

- Rikki motions to adopt the agenda

- Second: Pavly

- no opposes, motion passes

Adoption of Previous Meeting Minutes

- Rikki motions to adopt the previous meeting minutes

- Second: Steven

- 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, motion to call to question and requires the majority

Vice-Chair Position Update

Rikki will be giving her speaking rights to Alae for him to talk about the Vice-Chair position. (5 minutes)

- Alae: "I resigned back then, there was a lack of communication. I think it was the wrong decision because the reasons I resigned for were disrespectful, especially to the chair, I think there were many people that could have replaced me and I received many messages of support from other execs, if I am coming back I am gonna put 100%. I am more than happy to answer your questions. Thanks for listening."

By-Elections

By Elections for Vice-Chair position. Anyone who has 1 year experience in the Executive team can run for this position.

- Rikki: "Is anyone interested in running?"

  - Alae and Steven will be running for the position.

- Rikki motions for two 45 seconds of serious questions, and one 15 seconds funny question.

- Second: Pavly

- no opposes, motion passes

- First candidate: Alae

  - Serious question 1: "How do you provide support to the chairperson and other team members ?"

  - "I think this can be done from various angles, the chair is a human being and needs to rest and delegate many responsibilities and tasks to the vice chair, and there is often a lack of communication when an exec says something to the chair and not to the vice-chair, I want to establish a bonding"

- Serious question 2: "What character traits do you have that make you a good fit for the role of Vice-chairperson?"

- "I am open to feedback, I will listen even if you roast me, I am also passionate, I like the branch and IEEE and it is a good motivation to energize the rest of the team"

- Funny question: "What kind of physical chair is the vice-chair (must point at one of 4 chair images and justify their answer)"

- "The folding chair. It is like water it changes its physical chair and as a vice-chair, you need to be flexible as the chair."

- Second candidate: Steven

  - Serious question 1: "How do you provide support to the chairperson and other team members ?"

  - "I am offering services as needed and I had many experiences helping my team members, I was part of hackathon teams as well as understanding other positions and their responsibilities and ensuring that everyone is doing their work and in a respectful manner."

  - Serious question 2: "What character traits do you have that make you a good fit for the role of Vice-chairperson?"

  - "Leadership skills, I had plenty of experiences such as Hack The Hill, as well as Customer service manager at Walmart."

  - Funny question: "What kind of physical chair is the vice-chair (must point at one of 4 chair images and justify their answer)"

  - "The hammock chair, you can be relaxed as possible"

- Rikki: "I need someone to support me and be there as I am going to japan and need some replacement"

- Votes:

  - Alae: 5

  - Steven: 5

  - Abstain: 3

- Tiebreaker!

- There will be a second vote which will be a forced one without abstaining option:

- Votes:

  - Alae: 6

  - Steven: 7

- Results:

  - *Steven* has been elected as the new **Vice-Chair**.

- Congratulations to Steven!

Battle Royale Funds to Hack the Hill Funds

- Disala: "Battle Royale is not the main party this year unlike the Hack the Hill, it make sense to shift funds to the hackathon since BR won't be as big as last year due to the budget"

- Battle Royale won't be happening this year.

- Disala motions to move the Battle Royale funds, $1000, into the pool of the Hack the Hill Hackathon funds, $3000. (5 minutes)

- Second: Stefan

- no opposes, motion passes.

Artemis Watch Party Funds to Pancake Breakfast Funds

- Ethan: "The original Artemis launch schedule was cancelled, we are doing a pancake breakfast on the 15th February since it is a popular social event."

- Ethan motions to move the Artemis Watch Party funds, $250, for Pancake Breakfast and other social events for this semester. (5 minutes)

- Second: Pavly

- no opposes, motion passes

Updates

Executive Team:

Treasurer (Ben) [Leaving Early]

- No major updates, just going to be asking if anyone needs reimbursements or has questions about the budget

Chair (Rikki)

- I apologize for being slow doing things this month, I'm going to Japan this month for a 10-day project exchange and trying to complete everything including school work before leaving

- I completed the IEEE Canada Student Branch Goals and Rebate form and sent it in, we can get some money back from IEEE Canada!

- IEEE Canada grant and scholarship guidelines, I had to ask Loic to update the website to follow guidelines and be able to receive grants. I am starting my application for the IEEE Canadian Foundation scholarships (other people who have valid IEEE membership can also apply to scholarships they have) and IEEE Student awards, applications due in the middle of March

- I sent in our application for CVUO's Student Life Awards for the Engineering Faculty, the date for the event is not officialize (but on the social media page it says it's on March). I think we have a good chance of winning, so everyone should attend!

- Rebranding the SITE discord server! Let me know if you have any suggestions for server

- Attended the recent IEEE Ottawa Section meeting, they agreed to sponsor and to give Hack the Hill more money, they were also really impressed with all of what we have done and are doing for our student branch!

- Was chosen as the student coordinator for the IEEE Ottawa Antennas and Propagations Society and the Microwave Theory and Techniques Society, which are the technical profession societies for the promotion of the theory and applications of RF, antennas, microwave, millimetre-wave, and terahertz technologies. We will be collaborating with them for technical events soon!

- Helping Ethan out with Pancake breakfast and other midterm events!

Secretary (Nizar)

- no updates

VP External (Disala)

- Hack the Hill is going great! To this date we have over 1200 applicants and have raised over $40,000! We also have over 600 followers on Instagram with over 5000 monthly interactions, so it's great exposure for our student branch!

- Our event was postponed 1 month back, our new dates are March 3rd-5th. We'll be hosting our event in CRX!

- We continued to hold more monthly events to help promote "Hack the Hill" and our "IEEE uOttawa Student Branch" in collaboration with other organizations!

- Like Rikki mentioned, we pitched our hackathon idea to the Ottawa-Section, and it seemed to be a great hit! Looking forward to having their support and it's great to be appreciated for the work we're doing!

- Partnered with SCESoc and IEEE Carleton for multi-university collaboration at our hackathon! Great connections with other organizations on campus such as CSSA, SESA and ESS as well! Being assisted by UOCS club, UOGD club and uOttawa E-Sports club for our main hackathon! It's great to keep good relations with them!

- Great external connections with Ciena, Canadian Tire, CSE, etc. and lots of other tech companies! Hopefully they'll help sponsor more events!

VP Internal (Ming)

- Made a JMTS discord with Juan to enable cross team collaboration

- Working on HTH hardware, webdev, and game dev workshop material with HTH organizers + UOGDC, other HTH updates are mentioned by Disala

VP Social (Ethan)

- Want to host Pancake breakfast next week, on the 15th, 10am. Funding to be moved from Artemis launch event which never happened due to original launch cancellation

- I have been asked about a Linux/*nix workshop, I want to prepare this over reading week

VP Academic (Stefan)

- Started booking process for Electrical Eng Specialization panel

- Have been contacted by Ottawa Sports and Entertainment group about promoting their STEM recruitment event, with many big names in tech being present! Tickets are $15 and also allow students to attend a 67's game

Ottawa 67's STEM Night:

- March 24th vs the Peterborough Petes

- 67's will be hosting a networking event in the Barbershop [ottawa67s.com] at TD Place with High-Tech employers in Ottawa.

- Attendees for 2020's event were : Ross Video, Ciena, Ericsson, Giatec and others. We have gotten a lot of interest from those companies to come back for this years event

- Tickets are $15 for students ($10 in savings compared to gate prices). Can be purchased as group tickets in bulk, or through our Fevo link.

- Game time is 7PM. Gates open, and Networking starts at 6PM.

- Seating for students is on the General Admission side of TD Place (Seating Chart below).

VP Communications (Pavly)

- Exec posts have begun! They have been posted in the order we appear on the website

  - Shoutout Emma for helping create the posts

- Will be doing a post promoting our office to boost office engagement and attendance as we approach midterm season

- Will be reaching out to Sophie and Kaitlyn so that we can figure out our game plan for Wine and Cheese marketing

Design Commissioner (Emma)

Translation Commissioner (Saif)

VP Equity (Anjaliya)

- Collaborative Black History Month with NSBE uOttawa is this Friday, February 10th, 7pm! Please come out and nominate people for the awards <3 If you can

come out, send me a message!

- AllySquare Team training is next week (Feb 15), 7:30pm to 9pm. The link to the pre-workshop is (https://forms.gle/Zfcsh98ycE1cfnA39) if you could all please fill it out. If you cannot attend, let me know in advance: Equity training is really important :) It will take place in the IEEE office.

VP Merchandise (Sultan)

- I have applied to have the hoodies altered to the correct sizes

McNaughton Centre Director (Juan)

- Finally got office snacks!

- Got some office stationary equipment in January for the winter term

- Recently received invoices for last year's McNaughton purchases, forwarding those to Rikki ASAP

- Working on:
  - Getting a door-stop (3D printed with an IEEE uOttawa logo 👀) [free]
  - a marker+eraser holder (3D printed with an IEEE uOttawa logo 👀) [free]
  - code-safe surge protectors [will likely need to budget for this]
  - possibly getting a new table to replace the sectional table we have, discussion dependent [not sure what the cost is, but there is a cost]
  - looking at other ways through which to improve the office

Webmaster (Loic)

- Working with Rikki to make sure our branch's website meets all the requirements for funding from the IEEE Canadian Foundation.

Program Representatives:

ELG Commissioner (Abby)

- Stefan and I have been working trying to finalize the date for the elg specialization panel. They booked it for March 6th but we wanna reschedule for beginning of April (or late March)

First Year ELG Rep (Mohamad)

CEG Commissioner (Steven)

- Hack the Hill has hosted their final Community event - the Got Games? Unity workshop - with over 150 attendees

- I am now giving the Community team the freedom to plan their own social events that'll be happening during the hackathon

- Planning on a March CEG event - something interactive and fun before exams

First Year CEG Rep (Krisha)

SEG Commissioner (Saheen)

- Hosted Interview Prep day which had 20 attendees

- Helping out Steven with social events for Hack the Hill

- Making a Minecraft server for Hack The Hill

First Year SEG Rep (Sacha)

- I helped in Got Games event.

WIE Affinity Group:

Chair (Sophie)

- We had another W&C meeting with the Carleton team and we are finalizing the venue tonight or tomorrow

- Sponsorship package is pretty much finished, except for the location. Once completed, patronage package will be sent out to potential sponsors. (thank you Nyah, Kaitlyn, Somana, and Rachel!!)

- Women in Tech Panel is in progress

Vice-Chair (Kaitlyn)

- Finalizing the venue and catering for wine and cheese Lago Bar and Grill for March 31st it's going to be around 9,500$
  -Patronage package is completed we were just waiting to finish up the contract with Lago to add that to the patronage package

-Setting up a meeting this weekend for our sponsorship team to send out emails to potential patrons

Design Commissioner (Nyah)

- completed the patronage package and is working on the brochure, name tags and powerpoints

Photonics Society Chapter Group:

Chair (Omid)

Vice-Chair (Maryam)

Varia

- Pavly: "We found on the constitution that Vice-chair is responsible for execs bounding"

Closing Remarks

- Rikki: "Thank you everyone for coming! Next meeting will be on February 25th"

- Rikki motions to adjourn the meeting

- Second: Disala

- Pavly opposes, motion passes. Meeting has adjourned