

# 2023-02-25

## IEEE Proposed Agenda

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**Expected Date of Meeting:** Saturday, February 25th

**Expected Duration:** 150 mins

**Meeting Number:** 9

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

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### 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. By-Elections
  7. Updates
    - a. Executive Team
    - b. WIE Affinity Group
    - c. Program Representatives
    - d. Photonics Society Chapter
  8. Varia
  9. Closing Remarks
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## IEEE Meeting Minutes

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**Starts: 12:30 PM**

**In Attendance:**

- Steven
- Disala
- Pav
- Sacha
- Juan
- Sophie
- Krisha
- Loic
- Saheen
- Abby
- Emma
- Ming
- Kaitlyn
- Sultan

**Excused Absences:**

- Rikki
- Anjaliya
- Mohamad
- Ethan
- Nizar
- Stefan

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**Call to Order and Introduction**

- Meeting started at 12:36PM

## **Land Acknowledgment**

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**

- Steven motions to adopt the agenda
- Second: Disala
- No opposes, no abstention motion passes

## **Adoption of Previous Meeting Minutes**

- Steven motions to previous meeting minutes
- Second: Disala
- 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, 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

## **By-Elections**

- Steven motions to have a 30-second Introduction, a 1-minute serious question, and 30-second funny question
  - Second: Loic
  - No opposes no abstentions, motion passes
- The CEG Academic Commissioner position is available following Steven's departure.
  - Candidate: Saheen
    - Introduction: "My name is Saheen. I was part of IEEE student branch last semester as SEG commissioner and I want to transition to the CEG branch as I wanna host a Cookies n' Cram on MAT2377 I am also part of Hack the Hill community and development team."
    - Serious question (How do you plan on fulfilling your mandate within the next month?): "I want to host an end-of-the-year study session, one related to MAT2377 since it is a course computer engineers take at this time in addition to that I will be working with Hack the Hill to organize social events related to computer engineering and I believe that will complete my mandate."
    - Funny question (What does CEG stands for? Wrong answers only!): "Canadian Engineering Group, maybe"
  - Saheen: 8 Votes In-Favour, 1 Abstention
  - Saheen has been elected as CEG Academic Commissioner, Congrats!
- The SEG Academic Commissioner position is available following Saheen's departure.
  - Candidate: Daniel
    - Introduction: "My name is Daniel. I am a first-year in Software Engineering, I guess I know a lot of people here from Hack the Hill. I am mostly studying and trying to get myself involved in campus."
    - Serious question (How do you plan on fulfilling your mandate within the next month?): "Hosting an end-of-the-year study session for courses that

software engineers take other than that organizing the hackathon is part of organizing events mandate.”

- Funny question (What does SEG stands for? Wrong answers only!):  
“Intercourse”
- Daniel: 8 Votes In-Favour, 2 Abstentions
- Daniel has been elected as SEG Academic Commissioner, Congrats!

## Updates

### Executive Team:

#### Chair (Rikki)

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#### Vice-Chair (Steven)

- Steven: “Happy and thrilled to be in my new position.”
- Mandate fulfillment and help other execs to fulfill their mandates by the end of march.
- Planning an Exec hangout on Wednesday, March 8th, at 7:30 PM

#### Treasurer (Ben)

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#### McNaughton Centre Director (Juan)

- I have been working on Hack the Hill AV planning these past weeks, I have a BOM made and the quote secured from Long and McQuade for the equipment we’re looking to rent.
- Asked facilities about the surge protectors to make sure whatever expense we spend is approved at a facilities level, awaiting a reply.
- 3D-printed doorstop and marker holder are still coming, exam studying + Makerspace open hours make it hard to find a good time slot but they’ll be done soon; both of them need some external parts (rubber feet for the doorstop, magnets for the marker holder).

#### Secretary (Nizar)

- no updates

### VP External (Disala)

- I am continuing to organize Hack the Hill with IEEE Carleton, although their involvement through organizing and funding has been extremely low.
  - We've currently raised **\$56,825.79** for our hackathon! 🎉
  - Our budget can be seen here:  
[https://docs.google.com/spreadsheets/d/1tHo39LizZm-hsVMRli3iH\\_5nj6phoQWpri7m0h5pYCE/edit#gid=1309934358](https://docs.google.com/spreadsheets/d/1tHo39LizZm-hsVMRli3iH_5nj6phoQWpri7m0h5pYCE/edit#gid=1309934358)
  - You can also check out our website at: <https://hackthehill.com/>
  - We also added CEED (The Centre for Entrepreneurship and Engineering Design), and the uOttawa Law Faculty as key collaborators! This is now extending our outreach further than only the EECS community!
    - Thank you to Ming for all his hard work on making this collaboration possible! 🙏
  - Our event takes place next week in CRX and I'm super excited about it!
    - Thank you to all the HtH organizers and volunteers involved with this! 💜
- As Hack the Hill is a large-scale event with over 500 attendees, I am leveraging it as a method to maintain a good network between the EECS students and the industry.
  - There will be workshops helped by Ciena and Canadian Tire at our event!
  - There were also monthly events prior to the hackathon, co-hosted by other student clubs like UOCS and UOGD!
    - Thank you to Steven & the HtH Community Team for organizing those! 😊
- I'm also currently working with CSSA, SESA and ESS to organize a career fair for networking with local companies.
  - This will definitely enhance the involvement of students within the industry!

- I've been maintaining a record of industry connections and assist with potential sponsorships related to branch events.
  - Shoutout Ciena, Canadian Tire, Blackberry & CSE for being extremely reliable and flexible to work with!
  - Additionally I've also sent our best contacts to Sophie for any potential Wine & Cheese sponsors!

### **VP Internal (Ming)**

- Hack the Hill is partnering with Maker Jam hosted by Makerspace and CEED. They're providing funding for an additional 100 hackers! And they're adding to our prize pool and workshops!

### **VP Academic (Stefan)**

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### **VP Social (Ethan)**

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### **VP Communications (Pavly)**

- Exec Introduction Posts are done! (Minus CEG & SEG Commissioner)
  - Thank you everyone for submitting your responses in a timely manner
  - Shoutout to Emma for her creative abilities!
- With the change-up and addition of new execs, the office hours will be updated for the rest of the semester
  - If your name isn't on the first office hours post, please DM me with your office hours
  - That office hours post will be boosted to gain more traction and get more people to come to our office hours
- A post about what you can do in the office will also be going up and boosted as reading week is almost done

### **Design Commissioner (Emma)**

- Made the execs shitposting

## **Translation Commissioner (Saif)**

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## **VP Equity (Anjaliya)**

- Organized the IEEE Equity Training in conjunction with AllySquared. Thank you to everyone who came. I did opt for a more basic level training and hope to install this training yearly to build on equity within IEEE.
- Hosted a Black History Month Event with NSBE - We had some bumps in the road so thank you to everyone who helped last minute. In general we have good connections with OSPE (the Ontario Society of Professional Engineers) from this event and hopefully these connections can be built on.

## **VP Merchandise (Sultan)**

- We are not going to get funding for the alterations
- We are going to sell them as they are, the price will be around 30\$ per unit
- Received Squarespace trading from Juan
- We are going to do marketing early next week and we are going to start selling them by the end of the week

## **Webmaster (Loic)**

- Updated the WIE website with details of the upcoming 14th W&C edition
  - Certain details need to be finalized :
    - Updated patron package
    - List of sponsors
    - Updated contact info on the contact page
    - uO WIE + Carleton WIE team info
- Created a draft 14th Annual W&C event on eventbrite
  - Certain details need to be finalized : pricing, discount codes, etc..
- Reviewing website to ensure it meets eligibility criteria to submit in the student branch contest



## **Program Representatives:**

### **ELG Commissioner (Abby)**

- Stefan and I have been working on the ELG specialization panel and should be last week of March
- Started to reach out to some people for the panel but I need the date finalized
- For the ELG event. Hoping to host it on March 20th but still working on it

### **First Year ELG Rep (Mohamad)**

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### **CEG Commissioner (Saheen)**

- Want to host MAT2377 study session
- As for events they will be related to Hack the Hill social events

### **First Year CEG Rep (Krisha)**

- no updates

### **SEG Commissioner (Daniel)**

- Working on events targetted at SEG students

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

- Working on Hack the Hill part of the Development team
- Answering many questions as possible related to co-op, especially on discord
- Helping people to fill out their resumes.

## **WIE Affinity Group:**

### **Chair (Sophie)**

- Deposit for W&C venue submitted (hopefully sent soon?)
- Had a brief meeting with the Carleton WIE Chair about finances
  - Decided on ticket prices, and finances look solid

- Have been talking with a potential sponsor for W&C
- Working on the spring meeting report for the Canada WIE Chair's report.
- Don't technically have a mandate, but hoping to cover the same bases as last year + a bit more
- Passed along necessary info to Loic

#### **Vice-Chair (Kaitlyn)**

- Worked on pamphlets, name tags, and patronage package with Nyah for W&C
- Had a meeting with Loic about the WIE website
- Helped Somana with patronage

#### **Treasurer (Rachel)**

- Working on patronage for W&C

#### **VP External (Somana)**

- Attended a patronage meeting with Carleton WIE Chair and Carleton WIE External

#### **VP Social (Salma)**

#### **Design Commissioner (Nyah)**

- Finalized patronage package for W&C
- Working as Marketing Director for HtH

#### **Photonics Society Chapter Group:**

##### **Chair (Omid)**

##### **Vice-Chair (Maryam)**

#### **Varia**

- IEEE LinkedIn profile is outdated

- Steven: “After my exam on Monday, I will see how we can add access to Pavly for the LinkedIn profile because it is outdated”
- Loic: “Our former VP of Communications may have access to it”
- Pavly: “I am sure Rikki has access to it.”

## **Closing Remarks**

- Steven motions to adjourn the meeting
- Second: Disala
- Pavly opposes, no abstentions, motion passes.