2023-03-15

IEEE Proposed Agenda

Expected Date of Meeting: Wednesday, March 15th

Expected Duration: 120 mins

Meeting Number: 10

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. General Elections and Positions
7. Constitution Review Committee
8. 2023-03-29 Party Games Night Budget Motion
9. Cryptography Workshop Budget Motion
10. Hack the Hill Budget and Reimbursements
11. Surge Protectors for Tables and Office Clean-Up
12. Updates
    a. Executive Team
    b. WIE Affinity Group
    c. Program Representatives
    d. Photonics Society Chapter
13. Varia
14. Closing Remarks

IEEE Meeting Minutes

Starts: 7:30 PM

In Attendance:

- Rikki
- Steven
- Pavly
- Disala
- Daniel

- Juan
- Saheen
- Krisha
- Somana
- Loic
- Sophie
- Nizar
- Sacha
- Stefan
- Ethan
- Ben
- Ming
- Kaitlyn
- Abby
- Emma
- Nyah

Excused Absences:

-

Call to Order and Introduction

- Rikki: "Welcome everyone to our 10th meeting and thanks everyone for coming"

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

- Rikki motions to adopt the agenda
- Second: Disala
- no opposes, no abstentions, motion passes

Adoption of Previous Meeting Minutes

- Rikki motions to adopt the previous meeting minutes
- Second: Disala
- no opposes, no abstentions

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

General Elections and Positions [10-15 minutes]

Rikki will be talking about the upcoming general elections and any confusions that people have about it.

- Rikki: "We are a big team this year and it will be the first election with new exec positions. Back-up information for those who don't remember AGM and new members.
  in AGM I proposed that these academic commissioners will have executive privileges and I was looking at other organizations which they also do these but do their elections during fall. I recognize that our constitution is messed up and caused confusion."

- Daniel: "Are there any rules for the elections?"

- Rikki: "In the past we were a small group and people didn't care much about the constitution, we don't have any rules in the constitution about the elections"

- Loic: "I am giving my speaking rights to Alae"

- Alae: "Some rules are codified (faculty requirement, minimum CGPA, enrolment status, etc.) and others aren't (slating allowed, no maximum spending, etc.)"

- Ming: "I will post a PDF about a few rules for the elections."

Constitution Review Committee [5 minutes]

Rikki will be talking about constitution review applications and appointing members to the team.

- Rikki: "Since we have a messy constitution I want to start a constitution review committee early. We allow anyone from uOttawa to join the constitution review"

2023-03-29 Party Games Night Budget Motion [10 minutes]

Steven motions to amend the budget to allocate $100 for Party Games Night - an exec bonding event.

- Steven: "I have been working on another exec bonding night and this time will be a party game. The reason I choose $100 is in case we need it but not planning to use the entirety of it."

- Motion:

- Second: Disala

- no opposes, no abstentions, motion passes.

Cryptography Workshop Budget Motion [5 minutes]

Daniel motions to move $291.43 of the "CEG Hangouts" and Linux Workshop budget to the SEG budget to fund the "Cryptography workshop" and buy snacks for this event.

- Daniel : "I am partnering up with the Cybersecurity club and it will be targeted to SEG and CEG students it will be a good idea to move the CEG hangouts budget to the SEG budget to fund the cryptography workshop. There is also a Linux event but I also have to motion to move the budget if VP Social agrees."

- Ethan: "It was supposed to be my event but I got sick if there is a Linux workshop event I would be fine with moving the funding"

- Motion:
- Second: Saheen
- No opposes, no abstentions, motion passes.

Hack the Hill Budget and Reimbursements [5 minutes]

Disala motions to add $1000 to the Hack the Hill funds from our student branch due to our surplus of reimbursements and the need to return people's money quickly.

- Disala: "I talked to Ben and we have a surplus in terms of money. A lot of people are waiting for reimbursements but we don't have all the funds in the account yet. Can we get at least a 1000$ buffer because our bank accounts are getting locked."
- Steven: "Do we know how much money we have in the account?"
- Ben: "We have about 21k, the problem is not enough funds but it is not hack the hill money, even if it was I went to the bank and can't etransfer currently because the limit is 20k per month so I have to write cheques.
  I can't even e-transfer the hackathon winners and I can't give them cheques."
- Disala: "How much of that 21k is for Hack the Hill"
- Ben: "Around 5k-6k"
- Ben: "In the constitution, we can't reimburse someone before getting funds for the event otherwise I could have sent cheques to everyone."
- Alae: "We have enough money in the bank to reimburse you can do reimbursements and the money we receive later will be the branch money and you don't have to budget for it because it will be money received from sponsorships. Our budget is already set."
- Ben: "I understand, I guess I will be sending cheques to everyone."
- Loic: "Is it even necessary for this motion if Ben is reimbursing everyone?"
- Disala: "Our budget is tight, we will be waiting forever to receive money from Ottawa section."
- Sophie: "For W&C we will have to pay the venue is there any limit to the cheque amounts?"
- Ben: "We can send as many cheques as we want that's what the banker told me. And we can pay for the venue using our debit card."
- Motion:
- Second: Pavly
- no opposes, one abstention, motion passes.

Surge Protectors for Tables and Office Clean-Up [10 minutes]

Juan will lead a discussion regarding talking with facilities about surge protectors strapped to the tables, and what can be done with the tables at the moment. The group will discuss various solutions and share their thoughts.

Juan will lead a discussion regarding the office still needing a bit of clean-up since Hack the Hill. The group will discuss what items were left in the office and what could be tossed.

- Juan: "I was talking with facilities for about a month now, and we found 2 units that should be installed here under the tables. The only thing is the tables won't be able to move. We need an office clean-up after hack the hill."
- Disala: "There's a white box that is mine, I will be taking it. Balloon can be thrown away."

Updates
Executive Team:

McNaughton Centre Director (Juan)

- **[UPDATE 1]** No strikes in a while, good job y'all 🎉
- **[UPDATE 2]** We finally have a doorstop, marker holder on the way (prints take a while)
- **[DISCUSSION 1: est. 5min]** Talking with facilities about surge protectors strapped to the tables, and what can be done with the tables at the moment (discussion point re: group thoughts on considered solutions)
- **[DISCUSSION 2: est. 5min]** Office still needs a bit of clean-up since Hack the Hill (discussion point re: what is left there and what can be tossed)
- Actionable tasks in the next couple weeks:
    - Marker holder designing and printing
    - Next round of office snacks
    - Any actionable points coming from **[DISCUSSION 1]** and **[DISCUSSION 2]**

Chair (Rikki)

- Last meeting I was gone (thanks again Steven for chairing last meeting!), but I'm back finishing up things for the team as we head into the last few months of this semester!
- Attended the Ottawa section meeting on March 2nd
    - Hack the Hill gets $2000 dollars with the condition that the event outcomes and budget are presented to them next OS meeting
    - We are a very active branch from all the events and services I added to VTools, last meeting the Ottawa Section was showing a list of some groups and branches in Ottawa that have members but have been inactive since the pandemic, they are about to lose their IEEE status oop
- Completed the Sections Congress report to IEEE Canada, in the past these reports have helped to improve IEEE organizations, and also makes us look good in our section
- Been having conversations with Sawsan about end of the year stuff and elections as well as her helping me complete IEEE grants and scholarships
    - IEEE Canadian Foundation Board of Directors will be having their meeting to decide scholarship winners and amount of grants this month since these applications are due tonight
        - Thanks to Loic for completing our website, to qualify our branch for scholarships and grants!
- Working on IEEE Canada awards for the end of the year such as best IEEE Student Branch and Best Branch Counselor. Let me know if you are interested and need help with applying to these awards such as Best Student Volunteer, Best Events, etc. due on March 31st!
- The recent IEEE Regional Student Rep reached out to me to be the Vice Regional Student Rep next year for all of Canada, so this is so crazy that I'll be contributing to IEEE in the national level!!!!!! 🤩

Vice-Chair (Steven)

- Hack the Hill is complete! Phew!
    - Helped with on-site logistics and ran social events with good turnouts!
    - Major success overall - so many people benefitted from our events and it was such a great time hosting the events alongside the Community team.
- Great exec bonding night this past Wednesday! Great, cheap food and had a fun time!
- Wanting to host a Party Games night in the office on Wednesday, March 29th…
    - Need money…
        - $75 estimated but would appreciate a bit more wiggle room just in case

- Games
  - Minute to Win It https://www.youtube.com/playlist?list=PLF1B48A592C7B81FA
    - Yank Me (1/190)
    - Wet Ball (8/190)
    - Uphill Battle (11/190) equivalent
    - This Blows (16/190)
    - Stack Attack (22/190)
    - Sharp Shooter (33/190)
    - Flip your Lid (101/190)
    - Don't Blow the Joker (117/190)
    - Don't Blow the Kings (159/190)
    - Give it a Whirl (185/190)
  - Silent Library
    - Hot chips challenge/hot ones
  - Pie in the face

Treasurer (Ben)

- Went to the bank last week with no success to extend the e transfer limit
- We can use e transfer because the 20000 spending limit per 30 days
- Going to be giving everyone checks who is still owed for hack the hill
- We now have a physical debit card so IEEE can be billed directly for purchases
- Hack the hill update still working on figuring out exactly how much hack the hill money we have in the bank account, but until we get CEED I cannot pay everyone back
- For the people that have been holding the bag for a while thank you for your patience you will be paid back
- I should be able to reimburse everyone but I will leave 10k for Wine and Cheese venue.
- I will send you pictures of cheques and deposit the cheques online.
- Stefan: "Online deposit doesn't always work with pictures of cheques"
- Ben: "Then I won't be able to reimburse everyone tonight. I will bring all the cheques Saturday for reimbursements."
- Ben: "3k is automatically allocated to Wine and Cheese each year, we have to motion for 10k for Wine and Cheese"

Secretary (Nizar)

- no updates

VP External (Disala)

- Hack the Hill is complete! Phew!
  - We raised **$63,305.79** for our hackathon! 🎉
    - Any leftover funds will be used for the next iteration of the hackathon!
    - Our budget can be seen here: https://docs.google.com/spreadsheets/d/1tHo39LizZm-hsVMRIi3iH_5nj6phoQWpri7m0h5pYCE/edit#gid=1309934358
  - You can also check out our website at: https://hackthehill.com/ for a full breakdown of all the collaborators and sponsors of our event!

- Hackathon Stats:
  - 611 Confirmed Attendees (take that DeFi 😝)
  - 1500+ Meals Provided
  - 5+ Workshops Given
- We also held a massive and very successful career fair! (Thank you to CSSA for all your help involved in running this!)
- Canadian Tire, Ciena, Blackberry and CSE have all confirmed interest in potential events for next year!
- W Merch, our sponsors are still raving about the totes a week later
- This event helped us build extremely good relations UOCS and UOGD clubs
- Lots of potential for future partnerships with: CSSA, SESA and CEED
- The law faculty is down to run future events with us too, they got involved with our gamejam and there's huge potential for this 😮

- Thank you to all the HtH organizers and volunteers involved this year, we hosted one of the largest EECS events on campus this academic year! 💜

- **[5 Minute Discussion]**
  - Motion to add $1000 to the Hack the Hill funds from our student Branch. We have a large amount of reimbursements and would like to get people's money back in their hands ASAP.

VP Internal (Ming)

- General elections have started! Live on https://democracy.smallminds.dev/ (might not be accessible on campus wifi)

  - Election timeline:
    -March 13th 12:00 PM: Nomination period opens
    -March 26th 12:00 PM: Nomination period ends
    -March 26th 12:00 PM: Mandatory candidates meeting
    -March 27th 12 AM: Campaigning begins
    -April 1st 11:59 PM: Campaigning ends
    -April 2nd 12 AM: Voting begins
    -April 3rd 12 PM: Voting ends

- Hack the hill was a success, the sponsors and participants really enjoyed it and they're interested in another hackathon.
  - Other updates about hack the hill are in Disala's updates

VP Academic (Stefan)

- ELG spec panel planning in progress, the announcement should be coming out soon
- Hopefully to confirm all the specifics this week for the event.
- Determining which classes should have C&C hosted

VP Social (Ethan)

- Pancake breakfast next Wednesday the 22nd probably at 10am
- Hope we can use graphics from last year because they look good.
- We are going to use the purple room because it is bigger.

VP Communications (Pavly)

- Wine & Cheese post has been boosted!! (paid advertisement)
  - ~$150 has been allocated to paid advertisement for W&C

- - Have gotten different student orgs to repost it to help outreach
- Office hours have also been boosted
- Upcoming posts:
  - What to do in the office
  - IEEE PES Scholarship
  - Pancake breakfast

Design Commissioner (Emma)

Translation Commissioner (Saif)

- -

VP Equity (Anjaliya)

-

VP Merchandise (Sultan)

- getting a quote from Ottawa shirt prints and I estimate at most 2 weeks to get everything in
- hoodies are on square space and ready for purchase

Webmaster (Loic)

- Created the McNaughton Centre page.

Program Representatives:

ELG Commissioner (Abby)

- I wanted to do pet therapy but I don't know animals rules on campus
- My plan B was to do a game night for students.

First Year ELG Rep (Mohamad)

- - no updates

CEG Commissioner (Saheen)

First Year CEG Rep (Krisha)

SEG Commissioner (Daniel)

- Cybersecurity event organization underway with Saheen, Krisha, and Sacha as well as Umer and Ryan from Ottawa's new Cybersecurity club
  - The event will be a workshop on installing Linux followed by a few cybersecurity challenges geared towards SEG and CEG students
  - Motion to spend $60 of "Cryptography workshop" SEG budget and remaining "CEG hangouts" budget (what is the exact amount left?) to buy snacks [Motioned before updates]
  - Inquiry on whether Ming intends to run the "Linux workshop" event or would like to share funds with this
  - WIP website to facilitate this event
- Hack the Hill was very successful (see Disala's update above) with over 200 SEG students who applied, 100 confirmed, and 55 in-person attendance
  - Next hackathon organization already underway and I'll be looking forward to sharing more info later
  - Hack the Track was very useful for event management and may be something offered to IEEE to use for coordinating other large-scale events in the future

- Open House opportunity from uOttawa Liaison where we need to present an activity to help highlight campus life ($200 budget; deadline March 16th; event on the 25th)

    First Year SEG Rep (Sacha)

    - "I don't have updates but Hack the Hill was a BANGER!"

WIE Affinity Group:

Chair (Sophie)

- Wine & Cheese

    - March 31st 7-10PM at the Lago

    - Tickets on sale !!!!!

    - Raised 3.5k+ in patronage

        - Waiting on paypal info for Carleton

    - Thank you Loic for all the work on the website + eventbrite !!!

        - Been working on making the discount codes for sponsors + volunteers

- Women in Tech

    - April 3rd 6-9PM STEM 117

    - A couple of confirmed speakers/panelists so far

- Volunteered at Hack the Hill (which was a lot of fun!!!)

- Filled out reports for the section (one about section congress (didn't know that existed!))

Vice-Chair (Kaitlyn)

- Women in Tech Panel booked for April 3rd 6-9pm working on finding panelists if everyone could reach out to their employers and past employers, or friends you think might be interested
  Here is the following template you could use:

Hello!

On behalf of the IEEE-WIE uOttawa outreach team, we would like to invite you to speak at the Women in Tech Panel hosted by the Women in Engineering (WIE) Student Branch at the University of Ottawa.

Date: April 3rd, 2023
Time: 6PM to 9PM
Place: University of Ottawa - STEM Complex, 117

The stories of your university experiences and careers will inspire our female engineers. Our mission is to provide opportunities for our students in engineering to connect with professionals & fellow peers to expand their network in their career interests.
Feel free to contact me if you have any questions! I'd be happy to help.
With regards,
[FIRST NAME LAST NAME], [POSITION IN IEEE - UNIVERSITY NAME]
Email: [EMAIL]
We look forward to hearing from you and to seeing you at the event!
-Please fill out this survey:

https://docs.google.com/forms/d/e/1FAIpQLSegkIztsAnySabCmrbbRH8NcyxQco_IYg3ChfLUmqD7bQmLHQ/viewform
to get a better idea of questions to ask during our panel

- Wine and Cheese tickets are now on sale please buy your tickets and promote on your social medias to sell tickets! March 31st 7-10pm at lago bar and grill
- We raised 3750$ so far for wine and cheese
- Promoted lots of ieee events in the mailout which reached a huge number of students and lots of interest
- Spoke to the 89.1fm CHUO club about promoting women in tech panel and wine and cheese on their radio show
- helped out with hack the hill which was a huge success!

Treasurer (Rachel)

VP External (Somana)

VP Social (Salma)

Design Commissioner (Nyah)

- Wrapped up Hack the Hill
- Upcoming up we have Wine and Cheese and Women in Tech

Photonics Society Chapter Group:

Chair (Omid)

Vice-Chair (Maryam)

Varia

- Loic: "It would be good practice moving forward to update the budget with actual figures so that execs are well informed to make a decision about approving/opposing/abstaining on motions about budgeting funds for an event"
- WIE, Sophie motions to allocate $7000 to the Wine and Cheese budget
- Second: Pavly
- no opposes, no abstentions, motion passes

Closing Remarks

- Rikki: "Thank you everyone! We are 30 minutes late."
- Rikki motions to adjourn the meeting
- Second: Sophie
- Pavly opposes, no abstentions, motion passes.
- Meeting has been adjourned!