2023-04-08

IEEE Proposed Agenda

Expected Date of Meeting: Saturday, April 4th

Expected Duration: 120 mins

Meeting Number: 11

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. Constitution Review Committee

7. AGM

8. Updates

   a. Student Branch Executive Team

   b. Program Representatives

   c. WIE Affinity Group

   d. Photonics Society Chapter

9. Varia

10. Closing Remarks

IEEE Meeting Minutes

Starts: 6:00 PM

In Attendance:

- Rikki
- Disala
- Ming
- Pavly
- Juan
- Daniel
- Saheen
- Loic
- Stefan
- Ethan
- Sultan
- Abby
- Krisha
- Mohamad
- Sophie
- Somana
- Nyah

Excused Absences:

- Steven (might just listen in at work)
- Ben (in Montreal with fam, so might make it)
- Nizar

Call to Order and Introduction

- Rikki: "Good evening everyone, Welcome to our 11th meeting"

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.

- For those who are not in Ottawa: https://native-land.ca

Adoption of Agenda

- **Mention**: Rikki mention to adopt the agenda
- **Second**: Disala
- no opposes, no abstentions, **motion passes**

Adoption of Previous Meeting Minutes

- Mention: Rikki mention to adopt the previous meeting minutes
- Second: Pavly
- no opposes, no abstentions, motion passes

Robert's Rules Explained

The following are Robert's Rules of Order:

- To make a new point, type "1" in the chat online or point up one finger in person.
- To reply to a point, type "2" in the chat online or point up two fingers in person.
- To ask a clarifying question, type "C" in the chat online or create a letter "C" with hands in person.

- To raise a point of privilege, type "P" in the chat online or create the letter "P" with hands in person.

- When a discussion becomes circular, motion to call to question by swirling finger in a circle in person. This requires a majority vote.

Constitution Review Committee [5 minutes]

Rikki will lead a discussion on the updates from the constitution review committee. The group will have the opportunity to discuss any changes that have been proposed and provide feedback on the proposed updates. This is an important topic for the group as it will impact the governance and operation of the organization in the future.

- Rikki: "I want to ask Ming to know the update on the constitution review committee"

- Ming: "I am working on it, is there any requirements for the people that can be on the committee"

- Rikki: "It could be anyone, we wanted you to share the Google doc"

- Ming: "Sure, I can do that"

AGM [10 minutes]

Rikki will discuss the AGM and accountability reports. Please let Rikki know if there are any questions.

Motion: Rikki proposes a motion to allocate $225 for the Annual General Meeting on April 29th. This will provide a pizza lunch for all in-person attendees and get a gift for the AGM Chair.

Second: Disala

No opposes, no abstentions, motion passes.

- Rikki: "AGM is going to be on April 29th, I am planning on having it on SITE5084, because in the past it has always been there before COVID and actually it is pretty professional and because we are such a big team and there will also be the new team I am motioning to allocate $225 for the Annual General Meeting and give a gift for the AGM Chair. "

- Pavly: "Is it going to be Hybrid?"

- Rikki: "Yes it's going to be Hybrid."

Amendments to rules for future elections [5 minutes]

Discussion added by Daniel—

- When are candidates allowed to campaign

- Penalties for violating election rules

- Clause specifying that not being aware of the rules when they've been communicated does not justify violation of rules

- Spamming should be discouraged

- Daniel: "I have checked the constitution and it doesn't state that there is a specific number of people that need to be in accordance with it, and I think it is just a majority vote"

- Juan: "My thoughts are that if we are going to do this, I agree with the discussion point of setting more rigid rules or more clear concrete rules in order to have easier run elections, but if we do this it will be best if we codify it somewhere where it will be easier to access than to browse previous meeting minutes motions either in a document or in the constitution. "

- Daniel: "Should we just in the constitution review add this as a task and then it will be adopted during AGM, can we do that?"

- Rikki: "Yes we can"

Updates

Student Branch Executive Team:

Chair (Rikki)

- I will finish the end of the year student branch report and rebate for IEEE Canada by April 16th, which is the due date.

- I represented IEEE uOttawa in the Open House, which was a great experience.

- On April 2nd, I attended the ESS AGM and reported IEEE's accountability to their VP internal. This was my last time representing IEEE in ESS.

- I also attended the Ottawa Section meeting last Thursday. I am trying to find uOttawa student volunteers for the IEEE Congress this summer in Ottawa. Let me know if you are interested.

- I am currently planning out the AGM for other end of the year stuff, which will take place on April 29th in SITE5084. This includes printing out certificates for the student branch members this year and working on the Chair transition and accountability report.

Vice-Chair (Steven)

Treasurer (Ben)

Secretary (Nizar)

- Start preparing transition documents for the next secretary

VP External (Disala)

- Finalized all reimbursements for Hack the Hill on my end! (Omer and Victor still require reimbursements, Ben is responsible for these two as IEEE owns all the money now)

- Worked with UOCS club to help integrate IEEE and Hack the Hill into the Open House Clubs fair for new and incoming high school students.

  - Ali from CSSA has dealt with the finances behind this, so we're all good on that front.

  - Thanks to Rikki and Daniel for representing IEEE well! (And anyone else I missed!)

  - This shows that we've made a good presence on campus this year! Other EECS student orgs and clubs want to partner with us on events frequently! ;)

- Presented the budget breakdown and recap of Hack the Hill to the IEEE Ottawa Section, they enjoyed hearing about the results and granted us $2k in funding.

  - They look forward to seeing this event next year and would like to be involved in the planning process once the team is formed.

  - Next year's IEEE uOttawa Section VP-External should serve as the connection between Hack the Hill and the IEEE Ottawa Section!

VP Internal (Ming)

- 2023 General Election is complete. Shoutout to our CEO Jonathan for running the platform and ensuring that all concerns and questions were addressed!
  - 350 ballots! This is a huge increase compared to last year's elections!
- Looking to schedule Constitution Reform on the 28th at 8pm
  - Here is the form for proposing constitution changes https://forms.gle/frR2uNJ8ny1kEA5d9

VP Academic (Stefan)

- Working on ELG specialization Panel with Abby, it's in the upcoming week and I hope to see you all there.
- Working on getting Cookies & Cram sessions. There seems to be good movement on this, hoping I can finalize the schedule asap.
- Continuing to attend the meetings with the faculty to provide feedback on ELG, CEG and SEG concerns from students.

VP Social (Ethan)

- Pancake breakfast went well
- Hosted linux workshop portion of cybersec workshop

VP Communications (Pavly)

- Our account has been growing! We hit 1000 followers on March 27! (Currently at 1036)
- Revived and updated the LinkedIn
  - Updated logo
  - Added french description
  - This resulted in us getting new followers!
- Marketed Wine & Cheese + pushed people to buy tickets
- Could've done a better job marketing the Women in Tech Panel
  - It being too close to Wine and Cheese did hurt in marketing though
- Helping with marketing ELG Specialization Panel (Tell your ELG friends to RSVP for the event on Eventbrite!!)

- Marketed the elections, had an amazing turnout in voting, record numbers compared to the past couple of years

- Will post about Cookies n Cram once the dates are finalized, coordinating with Stefan for this

- Thank you everyone for all your help in promoting our events! We had a very successful year in terms of events hosted and attendance at those events!

  Design Commissioner (Emma)

  Translation Commissioner (Saif)

VP Equity (Anjaliya) [Absent]

VP Merchandise (Sultan)

- Execs merchs orders are ready to go

- The finalized prices are in the discord channel and there is also all the explanation in there about payment and the cost

- Will start marketing the hoodies by next week hopefully.

McNaughton Centre Director (Juan)

- Not many updates, been trying to catch up on other things now that most of our main events are finished.

- Available to help with Cookies 'n Cram for EECS courses if needed, let me know.

- The last round of snacks coming tomorrow, send suggestions in the usual spot.

- Have been looking through the constitution for possible amendments ahead of this year's constitution revision.

- Started transition document for our incoming McNaughton Centre Dir.

- Looking forwards to AGM, and to the 2023-2024 year!

Webmaster (Loic)

- Helped out with merch table at Wine and Cheese

- Continuing to update events and any other relevant news on website!

- Started preparing transition doc to hand out to next year's Webmaster

Program Representatives:

ELG Commissioner (Abby)

- Have been working with Stefan on the specialization panel

- Will coordinate with Stefan for Cookies n' Cram

    First Year ELG Rep (Mohamad)

    - no updates

CEG Commissioner (Saheen)

- Prepping cookies and cram for MAT2377 on April 21st

    First Year CEG Rep (Krisha)

    - Talked to Saheen if there is a need for help for Cookies n' Cram

SEG Commissioner (Daniel)

- Cybersecurity event

    - Thank you Ethan for the Linux workshop!

    - We had just under 60 attendees

    - Very successful challenge format! The participants enjoyed submitting their answers on the website and viewing the live leaderboard! https://cybersecuottawa.com/leaderboard

- Represented IEEE uOttawa at the Liaison office open house

- Attended the UOSU General Assembly and reported on changes relevant to IEEE

- Contacted by a high school student organizing a hackathon and looking for a university student to be a guest speaker

    First Year SEG Rep (Sacha)

    - Helped at the CyberSecurity Club's first event

    - Helped with cleanup at W&C

WIE Affinity Group:

Chair (Sophie)

- W&C was a success!! (March 31st)
  - Thank you to everyone who showed up!! We had 247 ticket sales (more than double last year's attendance!)
  - We raised about 5k in patronage, just waiting for stragglers
  - All things considered, the night ran fairly smoothly!
  - Thank you so so much to the WIE team, you guys put in huge amounts of work and it is so greatly appreciated
  - Thank you to Disala and co. for the photobooth!! It was so cute and looked like a hit!
  - Had a short meeting with Katey (carleton wie chair) and it's looking like w&c will cost us about $600, will get Ben the final numbers this week.
  - Will be submitting any final reimbursements this week as well.
- The Women in Tech Panel was also a success!! (April 3rd)
  - Thank you to everyone who helped out with set up and tear down!! It made it very quick!
  - Great job Nyah and Kaitlyn moderating and mc-ing!!
- Started working on my transition document for next year's WIE Chair
- started prepping for the Calc 2 cookies and cram
- also attended the UOSU general assembly

Vice-Chair (Kaitlyn)

- Same as Sophie's

Treasurer (Rachel)

VP External (Somana)

VP Social (Salma)

Design Commissioner (Nyah)

Photonics Society Chapter Group:

Chair (Omid)

Vice-Chair (Maryam)

Varia

- no varia

Closing Remarks

- **Mention**: Rikki mention to adjourn the meeting

- **Second**: Disala

- Pavly opposes, no abstentions, motion passes