Women in Computing Science
Oct 2023 General Meeting

Date: October 26th, 2023	**Facilitators**: Harpreet Dubb, Denise Siu
Location: Discord	**Meeting Minutes**: Rachel Seong

Meeting STARTED at 8:03PM

ATTENDEES

EXECUTIVES

Harpreet	Denise	Gahee	Mantaj
Kaitlynn	Kimia	Katie	Sophia
Rachel			

MEMBERS

sumo			

MEETING AGENDA

🌟 EXECUTIVE UPDATES

1. Technical Coordinator - KATIE & ARCHITA
    a. Know your industry/resume review with Orbis
        i. Date finalized for Nov 23
        ii. Room has been booked
        iii. Google form created and sent to marketing
        iv. Ready to promote
        v. Telus won't be able to attend; will be getting a different company en lieu
    b. Cybersecurity Event
        i. Date/Time: Monday Oct 30th 3-5PM
        ii. Location: ASB 9703
    c. Amazon
        i. Meeting on Oct 31st to discuss future events
    d. Schneider Electric
        i. Planning a collab; likely to be a virtual event

2. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Will update website with recent GHC and CAN-CWIC photos/experiences

3. Treasurer - MABEL
   a. No updates

4. Communications Coordinator - MANTAJ
   a. Will send out individual emails for grad halloween event
   b. Surrey mentor lunch
      i. Will close sign-ups around the middle of next week
      ii. Will continue to promote

5. Event Coordinator - AYANA & SOPHIA
   a. Pumpkin painting event
      i. Snacks and gift cards are ready
      ii. Will start setting up at 2:30PM
         1. Volunteers to help set up are welcome!
   b. Ice skating event
      i. Will have a meeting with AWM this Saturday

6. Grad Coordinator - KIMIA
   a. Grad halloween event
      i. 8 sign-ups so far

7. Mentorship Program Coordinator - KAITLYNN
   a. Sent out reminder email to mentors/mentees to stay in contact with each other
   b. Reminded mentors to fill out attendance forms

8. Social Media Coordinators - GAHEE & JASMINE
   a. Posted: cybersecurity new date announcement, grad party promo, pumpkin painting promo
   b. Will post: GHC recap, new common rule & password announcement

🌼 UPCOMING EVENTS

Date	Event
October 27th	Pumpkin painting social
October 30th	Cybersecurity workshop
October 31st	Grad Halloween party
November 3rd	WiCS x AWM Ice Skating
November 7th	Surrey Lunch and Learn

November 23rd	Panel Session & Resume Review with companies

☀ DISCUSSIONS

1. WiCS 20th Anniversary
   a. Date
      i. Likely in January; first week of Spring 2024 term
   b. Event ideas
      i. Could have a slideshow of past wics event photos looping in the background
         1. We already have a WiCS 15th anniversary slideshow; could add photos from past 5 years
      ii. WiCS alumni panel talk
      iii. Focus on celebration & reconnecting, rather than networking
      iv. Presentation from angelica/ parmit and current execs
      v. Kahoot
         1. Paid service now; could share an account with CSSS
   c. Location options
      i. At a restaurant
      ii. At TASC with catering
   d. Budget
      i. For reference, 15th anniversary expenses were ~$3000
      ii. Could reach out to companies that were interested in sponsoring WiCS for bigger budget
      iii. Could possibly use ~$700 saved from Try/Catch
   e. Ticket
      i. Sell tickets at a small price to ensure sign-ups attend?
         1. $5 - 10
         2. Would help with event budget
      ii. Limited # of tickets?
         1. To fit location capacity
         2. To prevent the celebration from becoming like a big networking event
   f. Planning committee
      i. Regular meetings (maybe biweekly)
      ii. Harpreet, Denise, Kimia, sumo, Gahee, Jasmine
      iii. Will also select more non-exec members from our WiCS volunteer signups

2. Networking Night 2024 with WiE
   a. WiE is leading this year
   b. Meetings start sometime next week
   c. 5 WiCS execs on planning team: Harpreet, Denise, Mantaj, Rachel, Katie

3. WiCS Common Room
   a. Made announcements about pin code change and revised common room rules

4. Discord Mod Guide

a. 📄 WiCS Discord Moderator Guide
b. A few anonymous members
    i. Difficult to manually enforce users to use their real name
c. There was a non-WiCS, father-figure who was granted access to the channel
    i. Remove from channel?
d. All WiCS execs are Discord moderators; be aware of the policies

5. Hoodies, Keychains, Stickers
    a. Hoodies
        i. 2 hoodies remaining (1 purchased but not picked up; now for someone else!)
        ii. Archita and Kimia wanted to purchase them
        iii. Would be good to save 1 for giveaway at WiCS 20th anniversary
    b. Keychains
        i. Will make them this Friday or next Friday
    c. Stickers
        i. Mabel will finalize and order them this weekend

☀️ MOTIONS

1. Motion $20 for extra funds for Pumpkin Painting Social
    a. Motioned by Sophia; Seconded by Denise
    b. Motion: passed

2. Motion $80 for Grad halloween party
    a. Motioned by Kimia; Seconded by Gahee
    b. Motion: passed

3. Motion $150 for WiCS care package
    a. Motioned by Jasmine; Seconded by Mabel
    b. Motion: passed

☀️ OPEN FLOOR

1. $700 left from Try/Catch
    a. If you are running low on budget, reach out to Mabel for more money allocation

☀️ ACTION ITEMS

RACHEL	● Post meeting minutes ● Add recap, GHC, CAN-CWIC to website
MABEL	● Finalize stickers ● Budget updates ● Reimbursements - pumpkin painting, cybersecurity, halloween party

MANTAJ	- Send out newsletter - Lunch and Learn - send emails to selected and waitlisted people - Individual email for grad event, if needed
AYANA & SOPHIA	- Run pumpkin painting event - Ice skating
KATIE & ARCHITA	- Continue reaching for Orbis event - Work on workshop for cybersecurity event - Schneider electric and amazon events
KIMIA	Halloween party planning
KAITLYNN	- Continue running mentorship program - Finalize last try/catch details
GAHEE & JASMINE	- Ice Skating - Surrey Lunch and Learn - Know Your Industry/Resume Review - GHC Recap - CAN-CWIC Recap + Posters (both complete) - Try/CATCH recap - Common room rules - Poster to print for common room - Look into Discord mod guide

Meeting ADJOURNED at 9:18PM