Date: November 2nd, 2023

Location: Discord

Facilitators: Harpreet Dubb, Denise Siu

Meeting Minutes: Rachel Seong

Meeting STARTED at 8:04PM

ATTENDEES

EXECUTIVES

<table>
<thead>
<tr>
<th>Harpreet</th>
<th>Denise</th>
<th>Ayana</th>
<th>Gahee</th>
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<tbody>
<tr>
<td>Kaitlynn</td>
<td>Katie</td>
<td>Kimia</td>
<td>Mabel</td>
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<tr>
<td>Mantaj</td>
<td>Rachel</td>
<td>Jasmine</td>
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MEMBERS

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<th>Simar</th>
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MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Added announcement about Know Your Industry event on the website
   c. Added recent social event photos and GHC + CAN-CWIC photos to website

2. Treasurer - MABEL
   a. Made reimbursements for pumpkin painting; will reimburse for Cybersecurity workshop
   b. Ordered stickers; coming in 2 weeks
   c. Created a folder for all receipts in WiCS Google Drive

3. Communications Coordinator - MANTAJ
   a. Newsletter ready
   b. Surrey mentor lunch
      i. 5 signups for 4 spots; 1 on waitlist
4. Event Coordinator - AYANA & SOPHIA
   a. WiCS x AWM Ice skating event
      i. ~16 signups
      ii. Created a Discord channel for all attendees
      iii. Sent our confirmation emails
      iv. Food
          1. Will order pizza (Uncle Fatih’s)
          2. No drinks left for WiCS, so need to buy some
          3. Some paper plates left in the common room; would be good to check
      v. Costs will be reimbursed for only 20 people
          1. First 20 to join Discord channel?
          2. First 20 to come to the event (starting at 5PM)?
      vi. Ayana can’t attend due to illness; Sophia will attend
      vii. Need more volunteers to help manage group
          1. A few WiCS members are attending the event, so they can help out
      viii. Budget issues
           1. Over budget; did not realize that there is an extra charge for people over 25
           2. Expected cost just for tickets is already exceeding AWM’s budget ($140)
              a. Need to ask AWM to cover more?
              b. AWM should at least contribute some money for food?
           3. WiCS will also motion more + bring over remaining budget from other sectors
   b. Gingerbread decorating event
      i. Towards end of November
      ii. Planning in progress

5. Technical Coordinator - KATIE & ARCHITA
   a. Cybersecurity workshop
      i. ~7 attendees
      ii. Good demos & hands-on experience 😊
   b. Know your industry panel session & resume review with Orbis
      i. Date change: Tuesday Nov 21st 4-6:30PM
      ii. Amazon will also send few panelists
   c. Haven’t heard back from Schneider Electric yet

6. Grad Coordinator - KIMIA
   a. Grad Halloween party
      i. 22 out of 27 sign ups showed up!!
      ii. Bought some halloween decorations that could be used for future events
      iii. Went over budget; will motion for more
   b. End of term event
      i. Will consider a coffee chat
   c. Spring event
      i. First week of January
      ii. Currently brainstorming

7. Mentorship Program Coordinator - KAITLYNN
a. Try/Catch
   i. Waiting on last minute payments to be processed
b. Mentorship program
   i. Groups are figuring out dates for their next meet-up

8. Social Media Coordinators - GAHEE & JASMINE
   a. Have $150 for social media giveaway for Fall & Spring
   b. Will post grad halloween party recap, try/catch recap, cybersecurity recap
   c. WiCS care packages
      i. Will buy items by Monday
      ii. Expecting $150 for all items
      iii. 30 packages
         1. Snacks, toys, key chains, bookmarks, sticky notes, etc!
   d. Exec shirts
      i. Will hold onto the idea

☀️ UPCOMING EVENTS

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>November 3rd</td>
<td>WiCS x AWM Ice Skating</td>
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<tr>
<td>November 7th</td>
<td>Surrey Lunch and Learn</td>
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<tr>
<td>November 21st</td>
<td>Panel Session &amp; Resume Review with Orbis and Amazon</td>
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☀️ DISCUSSIONS

1. WiCS 20th Anniversary
   a. Meetings: Thursdays 7-8PM
   b. Need more volunteers, especially to secure sponsorships!

2. Networking Night 2024
   a. Meetings: Wednesdays 8-9PM
      i. Now weekly -> biweekly in the future
   b. Katie is leading on the WiCS side 😊
   c. Currently deciding subteams

3. End of Semester Care Packages
   a. See exec - social media coordinator
   b. Organized by Jasmine
   c. Any extra WiCS stickers to include?
i. Will check common room for supplies

4. WiCS Common Room
   a. Will print out + put up common room rules in the room
   b. Will share them on Discord as well

5. Hoodies, Keychains, Stickers
   a. Hoodies
      i. No hoodies left; all sold
      ii. Will not order more for this year
   b. Keychains
      i. Made ~50 key chains
   c. Stickers
      i. See exec updates - Treasurer
   d. Merch budget
      i. ~$500 remaining
      ii. Could allocate or order more stickers

☀ MOTIONS

1. Motion $200 for Ice Skating tickets + food
   a. Motioned by Ayana; Seconded by Mantaj
   b. Motion: passed

2. Motion $25 for extra budget for Grad Halloween Party
   a. Motioned by Kimia; Seconded by Mantaj
   b. Motion: passed

☀ OPEN FLOOR
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<th>ACTION ITEMS</th>
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| RACHEL         | ● Post meeting minutes  
                 | ● Update website       |
| MABEL          | ● Reimbursements        
                 | ● Budget allocation    |
| MANTAJ         | ● Surrey Lunch and Learn planning + Host  
                 | ● Newsletter release   
                 | ● WiCS 20th anniversary leading |
| AYANA & SOPHIA | ● Ice skating event     
                 | ● Plan gingerbread decorating event |
| KATIE & ARCHITA| ● Finalize know your industry details, send to marketing  
                 | ● Continue communicating with companies for spring events |
| KIMIA          | ● Next event planning   |
| KAITLYNN       | ● Coordinate with groups for second meeting  
                 | ● Try/CATCH MECS payments and final details |
| GAHEE & JASMINE| ● Post  
                 | ○ Recap - Ice Skating, Lunch and Learn, Cybersecurity, Grad Halloween  
                 | ○ Panel Session & Resume Review with Orbis and Amazon  
                 | ○ Try/CATCH recap |
                 | ● Social media giveaway planning |