## Women in Computing Science
### Nov 2023 General Meeting

<table>
<thead>
<tr>
<th>Date: November 23rd, 2023</th>
<th>Facilitators: Harpreet Dubb, Denise Siu</th>
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<tbody>
<tr>
<td>Location: Discord</td>
<td>Meeting Minutes: Rachel Seong</td>
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Meeting STARTED at 8:06PM

### ATTENDEES

#### EXECUTIVES

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

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### MEETING AGENDA

#### EXECUTIVE UPDATES

1. **Secretary - RACHEL**
   a. Meeting minutes uploaded
   b. Added Try/Catch photos + announcement about the last general meeting (hybrid) to the website
   c. Will add photos from the Know Your Industry event + gingerbread social

2. **Treasurer - MABEL**
   a. Made all reimbursements
   b. Will update the display case

3. **Communications Coordinator - MANTAJ**
   a. Final newsletter will be sent out
   b. Met with Deborah to discuss the WICS 20th anniversary
      i. Said that they can promote our events on their website (e.g. Try/Catch) or share event recap blog posts for us
4. Event Coordinator - AYANA & SOPHIA
   a. Gingerbread social
      i. Had 14 gingerbread houses (used all) + hot chocolate/wafers/marshmallows
      ii. Event went well! Lots of fun 😊
      iii. Will add photos to the WiCS google drive
      iv. Stayed within the original $150 budget; didn’t use extra budget that was motioned for
      v. Was the last social event for Fall 2023!
   b. Will plan first event for Spring 2024 (will happen within 2-3 weeks into the term)

5. Technical Coordinator - KATIE & ARCHITA
   a. Know your industry event
      i. Lower turnout than sign-ups (~16)
         1. BUT as a result, attendees got to spend 1-on-1 time with mentors/panelists !!
      ii. Panel session/resume reviews/networking
      iii. Gave hand-signed thank you cards to Orbis & Amazon
      iv. Spent $175 on food
      v. Emailed both companies about future collaboration

6. Grad Coordinator - KIMIA
   a. End-of-semester grad coffee chat
      i. Was originally early December
      ii. Would like to postpone the next term b/c the date is too close to the end
      iii. Could make it a Spring 2024 welcome event instead

7. Mentorship Program Coordinator - KAITLYNN
   a. Sent out cheque for Try/Catch
   b. Mentorship program
      i. Sent out email to mentors asking for a summary on how their group is doing
      ii. Will ask groups for photos so that we can post program updates on our social media
      iii. Will give out $5 to each person in the mentorship program to be used within group socials
      iv. Planning an event that may involve alumnus, Q&As, resume reviews, etc.

8. Social Media Coordinators - GAHEE & JASMINE
   a. Posted Try/Catch recap on LinkedIn, know your industry event recap
   b. Will post care packages announcement, gingerbread social recap
   c. Will give out care packages on:
      i. Tuesday 28th 1:30PM-3:30PM
      ii. Wednesday 29th 12:30PM-2:30PM
      iii. Thursday 30th 10:30PM-12:30PM

🌟 UPCOMING EVENTS

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<th>Date</th>
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November 28, 29, 30  End of Semester Care Packages hand out!

January 30, 2024  Networking Night

February 23, 2024  20th Anniversary

DISCUSSIONS

1. WiCS 20th Anniversary
   a. Planning going well 😊
   b. Lots of involvement from different clubs (FAS, CSSS)
   c. Funding is secured; can now focus on the event itself

2. Networking Night 2024
   a. Date/time: Jan 30th, 2023 6-9PM
   b. Theme: Breaking through the glass ceiling
   c. Biweekly meetings on Wednesday 8PM
   d. Will complete sponsorship packages by this weekend
   e. Made invitations

3. WiCS x CSSS Technical Workshops
   a. Led by Jace - webmaster for CSSS
   b. 6 technical workshops covering: Docker, Linux, JavaScript, etc.
   c. Working closely with some CSSS execs
   d. Want to invite women as well
   e. Planning is mostly done; would like WiCS to promote the event
      i. It could be a “collab”; our logo would be on the event posters
      ii. Or, we could promote it as an external event
         1. WiCS was not involved enough to put our name up there
         2. WiCS does not have a lot of control over the event; a little risky to call it a collab?
      iii. DECISION: good intentions but collab does not seem right in this situation; going with option ii
   f. Will let him know that we could possibly collab with him in the future (more traditional collab)

4. FAS DSU & Clubs
   a. Gave club updates at the November meeting
   b. Will share meeting minutes
   c. Updates
      i. SFSS is discussing how to use a given space in the SUB
      ii. Have started planning the FAS Formal
         1. March 15th or 22nd 2024
2. WiCS is not involved in planning yet
   a. if anyone is interested in planning, let us know
3. WiCS has funding allocated for this event
   a. Could give out tickets like we did last year

5. Women in STEM event
   a. Event on International Women’s Day
   b. Women in STEM, WiCS, WiE, AWM are involved
   c. Had meeting today to discuss event scale & details
      i. Expecting ~80 attendees; registration required
      ii. Will book TASC rooms
      iii. Budget from each group: $100-150
      iv. Will have a short presentation introducing each groups
      v. 1 big activity + small activity stations
   d. Social media coordinators from WiCS and WiSTEM will work on promos

🌟 Announcements

1. Last meeting of the semester - November 30th, 8pm (Hybrid - Discord, WiCS Common Room)
2. Common room and cabinet cleaning - November 30th, 3pm
3. Exec social - Saturday, Dec 16th, 2pm
   a. Baking and White Elephant with a $5 budget
4. Women in STEM event
   a. Discord: https://discord.gg/55yyejGI

🌟 MOTIONS

None

🌟 OPEN FLOOR

1. Will do a group reflection of the Fall term at our last general meeting; be ready to share

🌟 ACTION ITEMS

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<thead>
<tr>
<th>RACHEL</th>
<th>● Continue to update website and upload minutes</th>
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<tbody>
<tr>
<td>MABEL</td>
<td>● Continue reimbursements and updating budget</td>
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<tr>
<td>MANTAJ</td>
<td>● Send out newsletter</td>
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<td>● Keep leading 20th anniversary</td>
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<tr>
<td>AYANA &amp; SOPHIA</td>
<td>● Brainstorm events for spring semester</td>
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<tr>
<td>KATIE &amp; ARCHITA</td>
<td>● Work out details with GDSC</td>
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<td>Brainstorm plan/events for spring semester</td>
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<tr>
<td><strong>KIMIA</strong></td>
<td>Plan grad coffee chat for spring semester</td>
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<td>Brainstorm plan/events for spring semester</td>
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<td><strong>KAITLYNN</strong></td>
<td>Collect mentorship recaps</td>
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<td>Run mentorship program</td>
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<td><strong>GAHEE &amp; JASMINE</strong></td>
<td>Advertise end of semester care packages</td>
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<td>Recaps</td>
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<td>○ Know your industry</td>
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<td>○ Gingerbread social</td>
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<td>○ Maybe a semester end recap?</td>
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<td>Think about promotions for women in STEM event</td>
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Meeting ADJOURNED at 8:50PM