Women in Computing Science
Nov 2023 General Meeting

Date: November 9th, 2023
Facilitators: Harpreet Dubb, Denise Siu

Location: Discord
Meeting Minutes: Rachel Seong

Meeting STARTED at 8:03PM

ATTENDEES

EXECUTIVES

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


MEETING AGENDA

🌟 EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Updated website with some event photos

2. Treasurer - MABEL
   a. Made all reimbursements

3. Communications Coordinator - MANTAJ
   a. Surrey mentor lunch
      i. Went well! 😊
      ii. All except 1 registrant showed up
   b. Sent out solo email for Know your industry event

4. Event Coordinator - AYANA & SOPHIA
   a. WiCS x AWM Ice Skating event
i. Had motioned for $200 extra; stayed under budget!
ii. Lots of attendees

b. Gingerbread decorating social
i. end of November

5. Technical Coordinator - KATIE & ARCHITA
   a. Know your industry night
      i. 22 responses so far
      ii. Will continue to update Orbis and Amazon about ongoing situation
   b. Waiting on response from Schneider Electric

6. Grad Coordinator - KIMIA
   a. No more events for this semester
   b. Will start planning a coffee chat for next semester

7. Mentorship Program Coordinator - KAITLYNN
   a. Received Try/Catch cheque from Mabel; will give it to Mary
   b. Organizing the Try/Catch photos; making sure to remove those who did not give photo consent

8. Social Media Coordinator - GAHEE & JASMINE
   a. Will promote the Know Your Industry event
   b. Will save budget for Instagram giveaways for International Women’s Day

☀️ UPCOMING EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<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. Have subteams made for planning
   b. Looking into details, such as the venue, etc.

2. Networking Night 2024
   a. Katie will check in with WiE if there is more to help out with
   b. Looking to book the SUB ballroom
   c. Likely to be first week of February 2024

3. Event attendees
   a. Most events are open to only WiCS members
b. If non-WiCS members show up, we will make a decision depending on the situation (e.g. # of seats)
c. Ideas:
   i. +1s are okay for social events, but for more technical events that are meant to provide opportunities for our members (e.g. networking night), it should be exclusive to WiCS members?
   ii. Difficult to track +1s
   iii. Don’t explicitly say +1s are allowed; only let people know that it’s ok if they ask?
   iv. Will likely get enough WiCS attendees; no need to open up to non-WiCS members to get more signups?
   v. Need to set clear criteria for attendees prior to the event, so that we know what action to take
d. Specifically for the Know Your Industry event:
   i. Too late to limit it to WiCS members (women or nonbinary)?
   ii. Will go through registrations
   iii. Need to update Katie about our decision

4. End of Semester Care Packages
   a. Bought all items for the packages
   b. Will make 30 packages
   c. Will give them out for a few days between Nov 27 - Dec 1 (~2 hrs per day)
   d. Jasmine will be available to give them out on campus

5. CSDC November Meeting Update
   a. Harpreet & Denise attended and gave WiCS updates
   b. Oulooz checked in with Lee about the long-term plan with our common room
      i. Lee’s response was quite vague; lots of uncertainty at the moment
      ii. We may need to move to another room or not have a room after ~2 years
      iii. Would be good to make meaningful use of our room in order to appeal that we do need a room
   c. Will also share WiCS updates at the next FAS meeting
      i. Nov 20th 11am on Discord
      ii. Free food 🍽
      iii. Need 1-2 WiCS representatives to attend

6. Hoodies, Stickers
   a. Have 1 hoodie left for Archita
   b. Stickers (Mabel’s design) have arrived!!
      i. Have 50
      ii. Now in the WiCS filing cabinet
      iii. Use it for event promotions (“first 10 attendees get stickers!!”) or giveaways

🌟 MOTIONS

1. Motion $40 for thank you gift cards for Try/Catch organizers
   a. Motioned by Kaitlynn; Seconded by Mabel
   b. Motion: passed
### OPEN FLOOR

1. WiCS exec social
   a. Date/Time: Saturday Dec 16th 2pm
   b. Location: SUB Kitchen
   c. White elephant + baking cookies + games!
   d. Voted to get white elephant gifts under $5

### ACTION ITEMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Action Items</th>
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<tbody>
<tr>
<td>RACHEL</td>
<td>• Upload CAN-CWiC projects + other events on website</td>
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<td>• Upload meeting minutes</td>
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<tr>
<td>MABEL</td>
<td>• Continue to update budget</td>
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<td>MANTAJ</td>
<td>• Newsletter</td>
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<td></td>
<td>• 20th anniversary</td>
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<tr>
<td>AYANA &amp; SOPHIA</td>
<td>• Start planning for the end of semester social</td>
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<tr>
<td>KATIE &amp; ARCHITA</td>
<td>• Finalize details for know your industry - update event attendee</td>
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<tr>
<td>KIMIA</td>
<td>• Brainstorm spring grad events</td>
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<tr>
<td>KAITLYNN</td>
<td>• Finalize Try/CATCH Details</td>
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<td>• Check in on groups about meeting updates</td>
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<tr>
<td>GAHEE &amp; JASMINE</td>
<td>• Promote know your industry</td>
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<td>• lunch &amp; learn recap</td>
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<td>• Jasmine - end of semester care packages</td>
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Meeting ADJOURNED at 8:57PM