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

<table>
<thead>
<tr>
<th><strong>Date:</strong> November 16th, 2023</th>
<th><strong>Facilitators:</strong> Harpreet Dubb, Denise Siu</th>
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</thead>
<tbody>
<tr>
<td><strong>Location:</strong> Discord</td>
<td><strong>Meeting Minutes:</strong> Rachel Seong</td>
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Meeting STARTED at 8:04PM

### ATTENDEES

<table>
<thead>
<tr>
<th>EXECUTIVES</th>
<th>MEMBERS</th>
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<tbody>
<tr>
<td>Harpreet</td>
<td>Denise</td>
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<tr>
<td>Kaitlynn</td>
<td>Ayana</td>
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<tr>
<td>Mantaj</td>
<td>Kimia</td>
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<tr>
<td>Mabel</td>
<td>Sophia</td>
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### MEETING AGENDA

#### ☀ EXECUTIVE UPDATES

1. Secretary - RACHEL  
   a. Meeting minutes uploaded  
   b. Will upload photos from Try/CATCH 2023 to the website

2. Treasurer - MABEL  
   a. Reimbursed Kaitlynn for last minute Try/Catch expenses

3. Communications Coordinator - MANTAJ  
   a. Newsletter will go out  
   i. Included ‘Know Your Industry’ event promo

4. Event Coordinator - AYANA & SOPHIA  
   a. Gingerbread decorating  
   i. Date/Time: Thursday Nov 23rd 4-6PM  
   ii. Location: TASC 9204
iii. Will buy 8 small gingerbread making kits; attendees can make them in groups (of 3?)
   1. ~$12 per kit; very expensive
   2. Would be ideal to have 10 kits
   3. Could buy additional cookie kits from Walmart?
      a. cheaper and more goods to work with
   4. Could bring over budget from Spring 2024 socials budget
   iv. Will get hot chocolate from Tim Hortons

5. Technical Coordinator - KATIE & ARCHITA
   a. Know Your Industry panel event
      i. Orbis: 6 people have confirmed attendance
      ii. Amazon: 2 people have confirmed; 5 likely to make it
      iii. Katie will make the ppt for the event
      iv. Will have refreshments; may also get food
      v. High # of signups (38)
         1. will waitlist non-WiCS members & men
   b. Collab with Google Developer student club
      i. For Spring 2024
      ii. Workshop series + 1 week of hackathon

6. Grad Coordinator - KIMIA
   a. Grad coffee chat
      i. Planning one for early December
      ii. Reached out to a WiCS alumni to join; no response yet
      iii. No remaining budget for grad events
         1. Could use some of the extra $500 WiCS saved from other events?
         2. WiCS has budget for events involving WiCS alumni
            a. could make the event an alumni chat and use this budget instead

7. Mentorship Program Coordinator - KAITLYNN
   a. Try/catch
      i. Finished editing event photos + shared the photo drive in the Try/CATCH discord channel
      ii. Sent out gift cards to Try/Catch organizers
      iii. Done with all Try/catch to-do items!!
   b. Will follow up with mentorship program groups to make sure groups are organizing meetups

8. Social Media Coordinators - GAHEE & JASMINE
   a. Will post promos for upcoming events

☀ UPCOMING EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>November 21st</td>
<td>Panel Session &amp; Resume Review with Orbis and Telus</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>November 23rd</td>
<td>Gingerbread making winter social</td>
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<tr>
<td>Jan 30 or 31, 2024</td>
<td>Networking Night</td>
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<tr>
<td>February 23, 2023</td>
<td>20th Anniversary</td>
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**DISCUSSIONS**

1. **WiCS 20th Anniversary**
   a. Weekly meetings @ Thursdays 7PM (soon to be biweekly)
   b. Continuing to meet with FAS and CS to discuss event details & budget
   c. Will book TASC or SUB ballroom, depending on budget
   d. Planning is going well

2. **Networking Night 2024**
   a. Meetings @ Wednesdays 8PM (soon to be biweekly)
   b. Submitted request to SUB to book the ballroom for either Jan30 or 31
   c. Have solidified sub teams; sub teams have started working on their areas
   d. Planning is going well

3. **Women in STEM event**
   a. Considering an event on international women's day
   b. Will have a planning meeting
      i. If interested, fill out this when2meet: [https://letucemee.com/I/IDenY](https://letucemee.com/I/IDenY)

4. **GDSC Collab Hackathon**
   a. Semester long workshop series + 1 week of hackathon in Spring 2024
   b. WiCS was thinking of a beginner friendly program; GDSC was envisioning a more intense program
      i. Will continue discussion to find middle ground
   c. May enforce “minimum x number of women on the team” to promote WiCS initiatives

5. **Alumnae Chats**
   a. Purpose: event inviting alumni to chat with WiCS members
   b. 1 event per semester
   c. For Fall 2023:
      i. Kimia will organize a Grad alumnae coffee chat
      ii. See exec updates - grad coordinator
   d. If anyone is interested in planning a future event or knows a cool alumni, reach out to Harpreet and Denise!

6. **Event attendees**
   a. To ensure that WiCS can promote and support women* through the opportunities that we provide
   b. For the ‘Know your industry’ event,
      i. Will waitlist all non-WiCS members and men
   c. For future events,
7. End of Semester Care Packages
   a. Packages are ready!
   b. Jasmine will hand them out @ Burnaby campus on:
      i. Tuesday 28th 1:30PM-3:30PM
      ii. Wednesday 29th 12:30PM-2:30PM
      iii. Thursday 30th 10:30PM-12:30PM

8. WiCS Merch
   a. Keychain materials were bought; will make more in Spring 2024
   b. Mabel's stickers have arrived!!
   c. Hoodies are all sold

☀ MOTIONS

1. Motion $250 for food @ Know Your Industry event
   a. Motioned by Katie; Seconded by Mantaj
   b. Motion: passed

2. Motion $175 for Gingerbread decorating event
   a. Motioned by Ayana; Seconded by Kaitlynn
   b. Motion: passed

☀ OPEN FLOOR

1. Last WiCS meeting for Fall 2023
   a. Date: Nov 30th
   b. Will be hybrid!
   c. Common room + TASC cabinet cleaning earlier on in the day
      i. Feel free to come by and help out!

2. Exec social
   a. Date/Time: Dec 16th 2PM
   b. Location: SUB kitchen
   c. MARK YOUR CALENDARS!
   d. Bring white elephant gifts under $5!

3. Event coordinators contacted about a technical workshops series that is in plan for next year
   a. The person planning the event is collaborating with other people in CSSS, but not representing a club
   b. Wanted to collaborate with WiCS; not sure what this would look like
   c. WiCS would not prefer to collab with single people; will only collab with clubs
      i. Would only be open to helping promote the event
   d. Will send over contact to the technical coordinators
<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>RACHEL</td>
<td>● Upload meeting minutes</td>
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<td>● Add recaps to website</td>
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<td>MABEL</td>
<td>● Reimbursements</td>
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<td>● Update the display case</td>
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<td>MANTAJ</td>
<td>● Newsletter - Orbis x Amazon Panel and Resume Review, gingerbread social, external opportunities</td>
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<tr>
<td></td>
<td>● 20th Anniversary planning</td>
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<tr>
<td>AYANA &amp; SOPHIA</td>
<td>● Plan details for gingerbread social</td>
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<td>KATIE &amp; ARCHITA</td>
<td>● Orbis x Amazon Panel and Resume Review planning</td>
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<td>● Coordinate with GSDC for Hackathon event planning</td>
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<td></td>
<td>● Katie - Networking Night planning</td>
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<td>KIMIA</td>
<td>● Grad Alumnae Chat event planning</td>
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<tr>
<td>KAITLYNN</td>
<td>● Follow up with groups about meetings</td>
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<td>● Deliver Try/CATCH cheque to School of CS</td>
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<td>GAHEE &amp; JASMINE</td>
<td>● Posters</td>
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<td></td>
<td>○ Gingerbread social</td>
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<td>○ Alumnae chat/Grad event?</td>
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<td>● Recap</td>
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<td>○ Try/CATCH</td>
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<td>● Jasmine - end of semester care packages</td>
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<td>○ Advertise on stories and discord</td>
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Meeting ADJOURNED at 8:53PM