Women in Computing Science
Sept 2023 General Meeting

Date: September 7th, 2023
Facilitators: Harpreet Dubb, Denise Siu
Location: Discord
Meeting Minutes: Rachel Seong

Meeting STARTED at 8:01PM

ATTENDEES

EXECUTIVES
Denise  Harpreet  Kaitlynn  Gahee
Rachel  Mabel  Mantaj  Sophia
Kimia  Jasmine  Katie

MEMBERS
Grace  Emily  Joyce  Han
Samira  Jacquelin  Mara

MEETING AGENDA

☀ WELCOME!

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Welcome Day info & Club’s Day info added to the website
   b. Meeting minutes uploaded

2. Treasurer - MABEL
   a. Financial info is up to date

3. Communications Coordinator - MANTAJ
   a. CS 50th anniversary event
      i. Date: Sat, Sep 23rd
ii. Katie will give out free tickets to people helping out!
iii. Will give out WiCS buttons to the WiCS alumni

b. Newsletter will go out tonight

4. Event Coordinator - AYANA & SOPHIA
   a. WiCS FROSH lunch + icebreaker event
      i. Date: Sep 15th Friday
      ii. Lunch menu: sushi!
   b. Ice skating event
      i. Sometime in October
   c. WiCS info session
      i. Date: Sep 14th Thursday 10am-12pm
      ii. Location: TASC 9403?

5. Technical Coordinator - KATIE & ARCHITA
   a. Cybersecurity workshop
      i. Contacting people who are interested in hosting the workshop
      ii. Will give more updates next week
   b. UBC WiCS welcome event
      i. Date: Sep 18th 5-7pm
      ii. Will have keynote speaker from “Rewriting the code”
         1. Group passionate about empowering women in tech/early career
      iii. Katie will stay in contact with UBC; Kaitlynn will attend as one of the WiCS reps
      iv. WiCS members are invited!
      v. RSVP deadline: Sep 8th

6. Grad Coordinator - KIMIA
   a. Joint grad social w/ UBC WiCS
      i. Reached out to them on Discord; no response yet
   b. Considering a grad social collab with one of the following:
      i. WiE, Women in Math, Women in Clean Tech, Women in Business, or Women in STEM

7. Mentorship Program Coordinator - KAITLYNN
   a. Received more mentor applications
      i. Some from second years; have put them on the waitlist
   b. Mentee signups
      i. 28 signups so far
      ii. Will extend deadline to Sep 16th
         1. Will make announcement about this
   c. Mentorship program welcome event
      i. Sometime in October
         1. Postponed due to the application deadline extension

8. Social Media Coordinators - GAHEE & JASMINE
a. Up-to-date with the social media posts
b. Will make a post about Club’s Day, mentee application deadline extension

**UPCOMING EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 13, 14</td>
<td>Clubs Day</td>
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<tr>
<td>September 15th</td>
<td>Icebreaker + Welcome Lunch</td>
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<tr>
<td>September 16th</td>
<td>Mentee application Deadline</td>
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<tr>
<td>September 20th</td>
<td>Hoodie pre-order deadline</td>
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**DISCUSSIONS**

1. Welcome Day
   a. 5 min presentation; went well!

2. Clubs Day
   a. Date & Time: Sep 13-14 11am-2pm
   b. Location: Convocation Mall (outside library)
   c. Table 104 on Wed; Table 28 on Thurs
   d. Will give out buttons, keychains, snacks, stickers, etc!
      i. For clubs day volunteers - Supplies will be under the sofa in the WiCS Common Room
   e. If you’re available, please sign up to be present at the WiCS Table!

3. FROSH Week updates
   a. See exec updates - event coordinators

4. Try/CATCH 2023
   a. Date: Oct 14th
   b. Received more sponsorships!
   c. Will order merch soon
   d. Have enough volunteers
   e. Registration will be sent out next week; help get the word out 😊

5. Hoodies + Swag
   a. Hoodies!
      i. 8 hoodies sold so far
      ii. Pre-order by Sep 20th
   b. Stickers
      i. Designs by Mabel!!
ii. Will have sticker designs done by the end of next week for voting

6. Drive Refactor
   a. For better organization
   b. In progress!

7. FAS meetings
   a. Monthly meetings
   b. If any exec is interested in going regularly, sign up on doodle in the exec Discord channel!
   c. Will have catering + coffee!

8. CS Common Space courtyard
   a. Gathering suggestions on what we would want to plant in the courtyard!

**MOTIONS**

1. Motion for $7.15 for Common Room photos
   a. Motioned by Denise; Seconded by Mabel
   b. Motion: passed

**OPEN FLOOR**

1. CSSS & WiCS Common Room grand opening
   a. Date & Time: Sep 8th 2pm-5pm
   b. Location: the room past sliding doors!
   c. Ribbon cutting + free pizza!

2. Come for your exec photos at the ASB entrance tomorrow! (if you haven’t taken them yet)

3. Next week will be hybrid; the rest will be remote

**ACTION ITEMS**

| RACHEL     | • Upload meeting minutes  
|           | • Website updates        |
| MABEL     | • Stickers               
|           | • Display case           
|           | • Update budget sheet    |
| MANTAJ    | • First newsletter today 
|           | • September 13/14 newsletter 
|           | • CS 50th Anniversary    |
| AYANA & SOPHIA       | ● CSSS Info session planning  
|                     | ● FROSH icebreaker + lunch preparation  
|                     | ● Finalize ice skating event details  |
| KATIE & ARCHITA     | ● Cybersecurity event planning  
|                     | ● RTC email  
|                     | ● Email companies for collaboration (if interested)  |
| KIMIA               | ● Contact women student groups for collaboration event  
|                     | ● Follow up with UBC WiCS?  |
| KAITLYNN            | ● Mentee signups (deadline: September 16)  
|                     | ● Mentorship event planning  |
| GAHEE & JASMINE     | ● Clubs day story  
|                     | ● Promotions - hoodie, mentee applications, FROSH icebreaker + welcome lunch  |

Meeting ADJOURNED at 8:46PM

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<td><strong>11:00am-11:30am</strong></td>
<td>Denise</td>
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<td>Mantaj</td>
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<td><strong>12:00pm-12:30pm</strong></td>
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