Women in Computing Science (WiCS)
August 2023 General Meeting

Date: August 7, 2023
Location: Zoom
Facilitators: Harpreet Dubb, Denise Siu
Meeting Minutes: Rachel Seong

Meeting STARTED at 7:36PM

ATTENDEES

EXECUTIVES

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

sumo

MEETING AGENDA

EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Will post photos from Q&A event w/ Sana, Grad panel event to the website
   c. Will make changes to the meeting minutes template along with the new wics logo

2. Treasurer - MABEL
   a. Received funding from CSSS
   b. Took care of funds regarding the Barbie event (x WiE)

3. Communications Coordinator - MANTAJ
   a. Last newsletter for the summer term going out this Wednesday
i. Next newsletter: first week of the fall semester
b. Meeting with Women in Math this Thursday at 6 PM with me and our event coordinators
c. sent out solo email for the mentorship program mentor signups
   i. Will send another one as a reminder closer to the deadline for signups

4. Event Coordinator - AYANA & SOPHIA
   a. FROSH Lunch
      i. Location & food: TBD
      ii. Ice breaker in the beginning

5. Technical Coordinator - KATIE & ARCHITA
   a. Brainstorming fall workshops
      i. cybersecurity workshop
      ii. another resume review workshop with an industry professional
   b. will start planning the SAP event

6. Grad Coordinator - KIMIA
   a. Grad panel event
      i. Good number of show-ups; 10-12

7. Mentorship Program Coordinator - KAITLYNN
   a. Working on mentee applications
   b. Planning the mentorship program welcome event in the Fall
      i. Date: Sept? 22nd
      ii. Location: TASC, SUB, or ASB?

8. Social Media Coordinators - GAHEE & JASMINE
   a. Hoodie: Estimated Cost Breakdown
      i. Votes
         1. Most voted color: lavender
         2. ~60 votes; not sure if all of them will buy hoodies
      ii. Cost: $56 per hoodie
         1. If > 25 hoodies, cost can be reduced
         2. Should it sell at $60? Extra funds could be used towards try/catch
      iii. Pre-orders
         1. August - 2nd week of the Fall term
         2. Would be nice to share size info
      iv. Payment
1. e-transfer
   b. Will post a mentorship program mentor application deadline reminder

### UPCOMING EVENTS & INITIATIVES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<td>NO MORE EVENTS REMAINING IN THE SUMMER TERM</td>
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### DISCUSSIONS

1. Panel Discussion Recap
   a. Event leader not present

2. Q&A with Sana Recap
   a. Event leader not present

3. Try/CATCH Updates
   a. Got the website login to work!
   b. Short on sponsorships

4. Logo changes
   a. Logo updated on social media

5. Merch
   a. Hoodies: See exec updates - social media coordinator

### MOTIONS

1.

### OPEN FLOOR

1. A gathering of GHC attendees + previous attendees prior to the event?
   a. Most previous attendees are alumnus; could be a hybrid event

2. Volunteers needed:
   a. FROSH WiCS info session
      i. Date/Time: FROSH week Thursday 9:30-11:30 am (~15 min session)
      ii. Anyone interested in speaking?
1. Denise is available
   b. Welcome day talk (5 mins)
   c. Clubs day
      i. Date: Sep 13-14

3. Execs social
   a. Sep 1st Friday 3pm
   b. Let Harpreet & Denise know if you have event ideas!

4. Upcoming meetings
   a. Aug 28th
   b. Following meetings will be on a different day; will send out when2meet

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
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<tr>
<td><strong>RACHEL</strong></td>
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<tr>
<td>・ Continue to update website</td>
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<td>・ Update meeting minutes design for Fall</td>
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<td><strong>MABEL</strong></td>
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<td>・ Work on distributing the Fall + Spring funding</td>
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<td><strong>MANTAJ</strong></td>
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<td>・ Work on new newsletter format for Fall</td>
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<td>・ Decide on a new newsletter release date for Fall</td>
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<td>・ Women in Math meeting</td>
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<td><strong>AYANA &amp; SOPHIA</strong></td>
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<td>・ FROSH Lunch planning, send details to marketing</td>
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<td><strong>KATIE &amp; ARCHITA</strong></td>
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<tr>
<td>・ Email SAP</td>
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<tr>
<td>・ Cybersecurity workshop planning, send details to marketing</td>
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<td>・ (Archita) Send Sana's Q&amp;A photos to marketing + thank you email</td>
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<tr>
<td><strong>KIMIA</strong></td>
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<tr>
<td>・ Brainstorm Fall events</td>
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<td>・ Send grad panel event photos to marketing</td>
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<tr>
<td><strong>KAITLYNN</strong></td>
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<tr>
<td>・ Organize the mentorship social</td>
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<td><strong>GAHEE &amp; JASMINE</strong></td>
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<td>・ Continue working on hoodies</td>
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<tr>
<td>・ Post event recaps</td>
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<td>・ Continue promoting mentorship</td>
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Meeting ADJOURNED at 8:08PM