Women in Computing Science (WiCS)
May 2023 General Meeting

Date: May 29th, 2023
Facilitators: Harpreet Dubb, Denise Siu
Location: Zoom
Meeting Minutes: Rachel Seong

Meeting STARTED at 7:33 PM

ATTENDEES

EXECUTIVES

<table>
<thead>
<tr>
<th>Harpreet</th>
<th>Denise</th>
<th>Mantaj</th>
<th>Archita</th>
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<tr>
<td>Mabel</td>
<td>Ayana</td>
<td>Mabel</td>
<td>Jasmine</td>
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<td>Kaitlynn</td>
<td>Kimia</td>
<td>Rachel</td>
<td>Gahee</td>
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MEMBERS

| Raghad  | Visha | sumo   |

MEETING AGENDA

EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Created new meeting minutes template
   b. Uploaded Amazon photos to the website

2. Treasurer - MABEL
   a. Started tracking budget for this year
   b. Was added to the list of signing officers at the bank

3. Communications Coordinator - MANTAJ
   a. Working on biweekly newsletter
      i. Please send her anything that needs to be announced within the next 2 weeks!
4. **Event Coordinator - AYANA & SOPHIA**
   a. Movie night
   i. Location: TASC room? (suggested: 9204)
   ii. Food: Pizza, Freezies, drinks
      1. Will ask CSSS for any available drinks before buying
      2. Estimated cost: $100+
   iii. Will put on the WiCS google calendar

5. **Technical Coordinator - KATIE & ARCHITA**
   a. Planning on hosting mini workshops
      i. Topics: Game Dev, Frontend, Git, etc.
   b. Under discussion:
      i. Summer coding workshop for high school students
      ii. Long-term group projects within WiCS

6. **Grad Coordinator - KIMIA**
   a. Workshops - two sessions
      i. Session 1: Panel discussion with SFU professors
      ii. Session 2: Industry-related
         1. Office tours, industry professional panelists
   b. Concerns: might require too much preparation; not a big turnout of grad students
      i. Suggestion: Scale down? 1-2 panelists?

7. **Mentorship Program Coordinator - KAITLYNN**
   a. No major updates

8. **Social Media Coordinators - GAHEE & JASMINE**
   a. Posted Amazon event recap on Instagram & LinkedIn
   b. Planning to post reels for more engagement
      i. E.g. “Meet our execs” reel

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<thead>
<tr>
<th>UPCOMING EVENTS</th>
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DISCUSSIONS

1. Clubs Day Recap
   a. ~20 newsletter signups :)
   b. More food & merch would be nice

2. CSDC Meeting Updates
   a. March-May 2023 CSDC Updates from WiCS
   b. Will be sending them slides every week to provide updates on WiCS activities
   c. GHC tickets will be sent to us soon
   d. Vancouver CAN-CWIC
      i. Date: Nov 12-13th
      ii. Asked for suggestions from WiCS
   e. Should make an official faculty member position for WiCS
      i. Would be nice to have someone regularly involved + overseeing
      ii. Was unofficially sumo's role, but sumo is retiring

3. Discord Verification
   a. Original purpose: to have users use their real names in channels
   b. Should we keep this?
      i. Difficult to enforce
      ii. Some users want to remain anonymous in other servers (cannot work simultaneously)
   c. Will continue to look into this; Gahee is looking into automation of the verification too

4. Try/CATCH 2023
   a. Last year:
      i. Started planning in June
      ii. 8-10 planning team members
   b. Looking for 2 leaders for the planning committee for Try/Catch ’23
      i. Archita & Kaitlynn are interested :)

5. New WiCS Bank Account
   a. First account
      i. 2 signing officers (no changes)
   b. Second account - to be opened
      i. Will only hold the budget for 1 year
      ii. Will enable e-transfers, debit cards
      iii. Don’t need 2 signing officers to use; more flexibility
6. FAS & CS Funding
   a. FAS - [X] Fall 2023 - Summer 2024 Funding Proposal & Year-End Report.xlsx
      i. Requesting $7000 from FAS
      ii. Due May 31st
   b. CS - [☞] WiCS Funding Proposal 2023-2024
      i. Requesting $5000 from CS
      1. Added budget for WiCS swag, care packages, etc.
   c. Please review your associated areas + check if the budget seems reasonable

7. Remaining Summer Budget
   a. [☞] WICS 2022/2023 Funding

**MOTIONS**

1. Motion for signing officer change from Manya to Mabel (exec handover)
   a. Motioned by Denise; Seconded by Kaitlynn
   b. Motion: passed

2. Motion $16.39 for first general meeting of summer 2023 snacks (May 15, 2023)
   a. Motioned by Denise; Seconded by Mabel
   b. Motion: passed

**OPEN FLOOR**

1. Joint Hackathon with WiE
   a. Date: April/May 2024
   b. 50/50 between WiCS/WiE
   c. Will require a lot of planning; similar to Try/Catch (~3 months?)
   d. Yes or no?

2. Motion for money BEFORE spending, so that you can get reimbursed later!

3. Exec social that happened recently!
   a. Was super fun :) nice to spend time with each other
   b. Will hold more in the future
      i. kayaking?

**ACTION ITEMS**

RACHEL
   • Post meeting minutes
<table>
<thead>
<tr>
<th>Role</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>MABEL</td>
<td>- Create 2023-24 finance reports</td>
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<td>- Finish FAS Funding Proposal + Preliminary Year End Report</td>
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<td>- Finish CS Funding Proposal</td>
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<td>MANTAJ</td>
<td>- Send out newsletter on June 1st</td>
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<td>- Check WiCS email 2+ times a week</td>
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<td>AYANA &amp; SOPHIA</td>
<td>- Send event details to socials and communications</td>
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<td>- Finalize event details</td>
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<tr>
<td>KATIE &amp; ARCHITA</td>
<td>- Send survey details to socials and communications</td>
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<td>- Finalize workshop event details</td>
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<td>KIMIA</td>
<td>- Finalize grad event details</td>
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<td>KAITLYNN</td>
<td>- Mentorship program improvements</td>
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<tr>
<td>GAHEE &amp; JASMINE</td>
<td>- Look into other Discord verification options</td>
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<td>- Post movie night event + movie choices survey</td>
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<td>- Post technical workshop survey</td>
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<td>- Get ready for a GHC post</td>
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Meeting ADJOURNED at 8:27 PM