### Women in Computing Science
#### Sept 2023 General Meeting

**Date:** September 14th, 2023  
**Facilitators:** Harpreet Dubb, Denise Siu  
**Location:** Discord  
**Meeting Minutes:** Rachel Seong

Meeting STARTED at 8:06PM

### ATTENDEES

**EXECUTIVES**

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

- Stephanie

### MEETING AGENDA

#### ☀ EXECUTIVE UPDATES

1. Secretary - RACHEL  
   a. Meeting minutes uploaded  
   b. Wics email added to the website

2. Treasurer - MABEL  
   a. Will make reimbursements once event receipts are sent over (e.g. sushi)

3. Communications Coordinator - MANTAJ  
   a. CS 50th anniversary event  
      i. Mantaj & Gahee attending  
   b. Send out solo emails for: mentee application signup, wics hoodies

4. Event Coordinator - AYANA & SOPHIA  
   a. WICS FROSH Lunch  
      i. Date: Sep 15th 10AM-12:30PM
ii. Location: ASB 9703, SFU Burnaby Campus
iii. 36 signups
iv. 3 sushi trays
   1. May not be enough food; adding 2 more trays
v. Will send out an event reminder

5. Technical Coordinator - KATIE & ARCHITA
   a. Cybersecurity workshop
      i. Date & Location: TBD; end of september
      ii. in-person
      iii. Led by Katie 😊
      iv. In contact with a cybersecurity professional
   b. Office tours
      i. Discussing with a couple companies
   c. Workshop series
      i. Over a couple months
      ii. Topic: possibly web dev

6. Grad Coordinator - KIMIA
   a. Haven’t gotten any response from UBC WICS regarding a collab suggestion
   b. Reached out to WiE for a collab event
      i. WiE showed interest
      ii. Expected date: end of September - early October
      iii. Considering an event off campus

7. Mentorship Program Coordinator - KAITLYNN
   a. Mentee signups
      i. 32 -> 62!!
        1. 40 undergrad; 22 grad students
        2. Most new signups were grad students
           a. Limited spots for grad mentees b/c not many grad mentors signed up
        3. Currently have a waitlist
      ii. Will send out confirmation emails once groups are decided
   b. Mentorship program kickoff event
      i. Date & Time: Sep 22nd 5:30-7:30PM
      ii. Location: ASB 9703
      iii. 1st session: Panel session; 2nd session: mingle
      iv. Recruiting panelists; need 1 more
      v. Registration link will be on the mentorship program confirmation email
        1. To limit signups to only mentorship program participants
   c. Created guidelines for the mentors
      i. Will send them out when the mentorship groups are finalized

8. Social Media Coordinators - GAHEE & JASMINE
a. Wics hoodies
   i. 12 sold so far (pre-order)
   ii. Pre-order deadline: Sep 20th (will not extending deadline)
   iii. Will still purchase 25
       1. Could use hoodies for other purposes
   iv. Some responses that the hoodies are too expensive 😞
       1. Not much we can do

☀️ UPComING EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 14th</td>
<td>Try/CATCH Registration Open</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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<td>September 20th</td>
<td>Hoodie pre-order deadline</td>
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<td>September 22th</td>
<td>Mentorship Social</td>
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☀️ DISCUSSIONS

1. Clubs Day Recap
   a. Lots of show ups! Went well
   b. Will get a new banner with the new wics logo
      i. Gahee MAY design it
   c. Ran out of keychains; will make more with the new logo

2. FROSH Week updates
   a. WiCS Frosh lunch
      i. See exec updates - event coordinator
   b. WiCS info session
      i. Went well but had no women :/

3. Burnaby + Surrey Mentor Lunch planning
   a. Great opportunity for non-execs to participate in event planning!!
   b. Organizer duties
      i. Reach out to a female prof
      ii. Set up signup form
      iii. Select 4 applicants
      iv. Make reservation
v. Moderate & host the event
   c. Potential event organizers: Stephanie?

4. Try/CATCH 2023
   a. Registration released today (9/14)
   b. Will start promotions
   c. Meetings: Wednesday 9pm?

5. Hoodies + Swag
   a. No updates this week

6. Display Case
   a. Will put up WiCS exec photos
      i. Photos still needed!!: Kaitlynn, Jasmine, Kimia
         1. Come @ 9/15 2PM

7. FAS meetings
   a. Date & Time: Sep 20th Wed 9:30 AM
   b. Location: In-person @ SFU Burnaby
   c. 1hr long meeting
   d. Free food!
   e. Will be monthly; location alternate between SFU Burnaby and Surrey
   f. Anyone able to attend?

8. FAS women groups meeting
   a. Date: TBD; will announce once finalized

9. Common Space Courtyard Garden
   a. Plants for the Garden

☀ MOTIONS

1. Motion for $205 for 2 additional sushi trays for the WiCS FROSH Lunch
   a. Motioned by Ayana; Seconded by Gahee
   b. Motion: passed

2. Motion for $200 for the mentorship kickoff event
   a. Motioned by Kaitlynn; Seconded by Mantaj
   b. Motion: passed

☀ OPEN FLOOR

1. Next exec social
   a. Likely on a Saturday b/c many execs are on co-op
2. WiCS office hours  
   a. For 30 min after every general meeting  
   b. For any private conversations or discussions with Harpreet & Denise

3. sumo may be less responsive b/c of her upcoming surgery  
   a. Can CC Renee if sending sumo an email; may get a faster response  
   b. Will make sumo a card! <3

4. WiCS T-shirts for the exec team?

5. WiCS @ SFU Surrey  
   a. No WICS presence @ Surrey  
   b. Should do more events there  
   c. Collab with SSSS?

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| RACHEL         | ● Upload minutes  
                 | ● Continue updating website |
| MABEL          | ● Work on stickers  
                 |   ○ Top 5 designs for Sept 19th, final designs for Sept 28th  
                 | ● Assemble WiCS board things  
                 | ● Reimbursements for FROSH sushi social, tracking for mentorship social |
| MANTAJ         | ● Newsletter - tell first years to join the discord!  
                 | ● Send social email to mentors + mentees  
                 | ● Email non-execs that filled out form but didn’t pay for hoodies  
                 | ● One final push for hoodies |
| AYANA & SOPHIA | ● Decide on date, time, location for ice skating  
                 | ● Brainstorm Surrey campus events |
| KATIE & ARCHITA| ● Decide on date for cybersecurity event  
                 | ● Email companies + finalize a company collab event  
                 | ● Start planning out the workshop series details |
| KIMIA          | ● Finalize collaborations with WiE and decide on a date  
                 | ● Think about planning a WiCS grad social |
| KAITLYNN       | ● Mentorship social preparations  
                 | ● Send out groupings |
| GAHEE & JASMINE| ● Post FROSH sushi photos recap post  
                 | ● Final push for hoodies a 1-2 days before deadline  
                 | ● Mentorship social poster  
                 | ● Try/CATCH promotions |
Meeting ADJOURNED at 9:02PM