Date: October 12th, 2023

Facilitators: Harpreet Dubb, Denise Siu

Location: Discord

Meeting Minutes: Rachel Seong

Meeting STARTED at 8:03PM

ATTENDEES

EXECUTIVES

Harpreet  Denise  Rachel  Mantaj
Gahee  Jasmine  Ayana  Kaitlynn
Katie  Mabel  Sophia

MEMBERS

sumo  Renee  Simran

MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Meeting minutes uploaded

2. Treasurer - MABEL
   a. Made all reimbursements

3. Communications Coordinator - MANTAJ
   a. Will send out newsletter for this week
   b. Will send out mentor lunch signup on Oct 23

4. Event Coordinator - AYANA & SOPHIA
   a. Pumpkin painting social
      i. Date/Time: Oct 27th 3:30-5:30pm
      ii. Nesters will provide 20 small pumpkins
         1. Waiting on their response on pickup date/time
iii. Booked a room
iv. Would like to send out promotions next week
v. If affected by strike,
   1. Cannot postpone b/c it’s a Halloween-themed event
   2. Move location off campus?
      a. Burnaby mountain park if nice weather?
      b. Book room @ an off-campus library
      c. Community centers?
b. WiCS x AWM Ice skating event
   i. Date: Nov 3rd
   ii. Will have a meeting this week to discuss signup form release date + last minute details
   iii. AWM wants to see the posters before its release
      1. Communicate dates with social media coordinators

5. Technical Coordinator - KATIE & ARCHITA
   a. Orbis Investments
      i. Proposed collaboration with WiCS
         1. Resume review session, panel session, small groups or 1-on-1
         2. Possible dates: Nov 21st, 23rd, 24th 4-6pm
      ii. Will reach out to other companies to see if they are willing to join
         1. Will meet with Telus this week
            a. Telus is also interested in Networking Night
         2. Have reached out to & waiting for responses from:
            a. Microsoft, Google, Lululemon, local companies, etc.
   b. Cybersecurity workshop
      i. Was postponed due to TA strike
      ii. Possible dates: Oct 25th or 27th
      iii. Could move it online if strike continues

6. Grad Coordinator - KIMIA
   a. No updates

7. Mentorship Program Coordinator - KAITLYNN
   a. Mentorship program Discord channel not so active at the moment
   b. Most mentor groups have met up at least once
      i. Better than last year !!

8. Social Media Coordinators - GAHEE & JASMINE
   a. Will work on promotions for:
      i. Pumpkin painting, ice skating
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11th</td>
<td>Cybersecurity Workshop</td>
</tr>
<tr>
<td>October 13th</td>
<td>FAS Fall Social - Ultimate Frisbee Tournament</td>
</tr>
<tr>
<td>October 14th</td>
<td>Try/CATCH</td>
</tr>
<tr>
<td>October 25th?</td>
<td>Cybersecurity workshop</td>
</tr>
<tr>
<td>October 27th</td>
<td>Pumpkin painting social</td>
</tr>
<tr>
<td>November 3rd</td>
<td>WiCS x AWM Ice Skating</td>
</tr>
<tr>
<td>November 7th</td>
<td>Mentor Lunch - Surrey</td>
</tr>
</tbody>
</table>

**DISCUSSIONS**

1. WiCS Common Room  
   a. Rules  
      i. The room is for WiCS members, i.e. those who identify as women and non-binary students in Computing Science.  
      ii. The number of non-WICS members in this room cannot exceed WiCS members.  
      iii. Do not share the password with non-WICS members.  
      iv. Treat each other with respect; this space is intended to be safe for our members.  
      v. Clean up after yourself; you are responsible for your own mess.  
      vi. Keep behaviour, language, and conversations appropriate. This is a shared space.  
      vii. Be kind, polite, and considerate of others in the room.  
      viii. Be mindful of your noise levels, especially in consideration of neighbouring spaces (CSIL, WiCS Common Room, Computing Science Offices...)  
      ix. Ensure that kitchen appliances (fridge, microwave, kettle, coffee pot...) are kept clean after use.  
      x. Absolutely no alcoholic drinks or other intoxicants are allowed in these areas.  
   b. Repercussions (to be further discussed)  
      i. 1st time: warning  
      ii. 2nd time: ban from room  
         1. How to ban people who were not supposed to be in the room in the first place?  
   c. Communicated with CSSS about our common room incident  
      i. CSSS will also make announcements + remind their members about the WiCS common room rules  
      ii. CSSS may get their own microwave  
         1. Prevents non-WiCS CS members from using our room for the microwave  
   d. Connected with Lee about WiCS common room  
      i. Got permission for the WICS common room password change  
      ii. Asked if we could get a separate WICS room entrance
1. Response: too costly; creates a secluded space?
   2. Could be a later option if current preventative measures are not effective

2. CSDC Meeting updates
   a. New committee, first meeting of the semester
   b. Presented our summer recap, talked about try/catch, common room concerns
      i. Ouldooz cc’ed in email to Lee about cr concerns

3. End of Semester Care Packages
   a. Jasmine leading
   b. Thinking about what we should put it in and a timeline of events
   c. budget: $75/semester -> makes ~25 packages

4. Burnaby Mentor Lunch recap
   a. Stephanie led, 5 attendees
   b. Diana shared insights and answered questions
   c. Reimbursement done

5. Surrey Mentor Lunch
   a. Mantaj made a google form, it’s in folder
   b. New name for mentor lunch
      i. Professor lunch?
      ii. Faculty Mentor Lunch
      iii. Pun
      iv. Professor Powered Lunch
      v. Girlbossing with Faculty
      vi. Lunch with Legends
      vii. Scholar Bites
      viii. Mentor Mingle
      ix. Lunch & Learn
      x. Academic Appetite
      xi. Faculty Feast
      xii. Lunchbox lectures
      xiii. Lectures over lunch
      xiv. Meeting and eating
      xv. Lunch & Learn with [Faculty]

6. Hoodies, Keychains, Stickers
   a. Hoodies
      i. Handed out 1 today, will hand out more friday and saturday
   b. Keychains
      i. Waiting for laser cutting
   c. Stickers
      i. No updates
      ii. Hopefully order by next week

7. Applied Science Space in the SUB
a. FAS DSU meeting for new room on saturday (during Try/CATCH) with the SFSS President
b. There is a server for the FAS DSU collaborations

8. Yearly Sponsorships
   a. Reached out to UBC WiCS, didn’t get a response, will research more soon

9. Try/CATCH 2023
   a. Happening Saturday!
   b. 94 registrations!!
   c. Good work Kaitlynn & Archita!

☀ MOTIONS

1. Motion $500 for Try/CATCH 2023
   a. Motioned by Harpreet; Seconded by Kaitlynn
   b. Motion: passed

☀ OPEN FLOOR

1. Simran from Women in STEM brought up the idea of all the women groups collaborating.
   a. In the ideation phase
   b. Will make a discord channel in their server for everyone to join and collaborate

☀ ACTION ITEMS

| RACHEL           | ● Post meeting minutes  
|                 | ● Update website       |
| MABEL           | ● Continue reimbursements
|                 | ● Keep updating budget  
|                 | ● Work on sticker orders|
| MANTAJ          | ● Send newsletter       
|                 | ● Mentor lunch preparation|
| AYANA & SOPHIA  | ● Pumpkin painting     
|                 | ○ Backup plan for TSSU strike
|                 | ○ Figure out budget needed|
|                 | ● Skating Event        
|                 | ○ Finalize budget      
|                 | ○ Send details to marketing for promotions|
| KATIE & ARCHITA | ● Finalize date for Orbis event
|                 | ● Keep coordinating event with Telus
<p>|                 | ● Finalize date for cybersecurity reschedule |</p>
<table>
<thead>
<tr>
<th>KIMIA</th>
<th>● Finalize details for the next grad social</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAITLYNN</td>
<td>● Continue to run mentorship program</td>
</tr>
<tr>
<td>GAHEE &amp; JASMINE</td>
<td>● Try/CATCH post!!</td>
</tr>
<tr>
<td></td>
<td>● Burnaby mentor lunch recap post</td>
</tr>
<tr>
<td></td>
<td>● Promote the mentor lunch</td>
</tr>
<tr>
<td></td>
<td>● Story for FAS social</td>
</tr>
<tr>
<td></td>
<td>● Promote pumpkin painting</td>
</tr>
<tr>
<td></td>
<td>● Try/CATCH recap post</td>
</tr>
</tbody>
</table>

Meeting ADJOURNED at 9:15PM