WiCS General Meeting Agenda
February 16th, 2023

Attendees: Denise, Harpreet, Mehreen, Manya, Kaitlynn, Angela, Rachel, sumo

Meeting started at 6:06pm

- Updates
  - WiCS execs:
    i. Secretary - Rachel
       ○ Meeting minutes uploaded
    ii. Treasurer - Manya
       ○ Have reimbursed for:
          a. valentines card making event - chocolates
          b. networking night and prize (cardholder)
          c. Mentorship program resume workshop - gift card
          d. biweekly study session sandwiches
    iii. Communications Coordinator - Katie
       ○ Newsletter is ready for this week
       ○ In contact with Teck Coordinator for the upcoming event
          a. have shared about the event on the SSSS & SFU Surge Discords
          b. 24 signups (registration closed)
             i. will be sending out a confirmation/reminder email with location info to all signees
    iv. Event Coordinator - Kaitlynn & Clare
       ○ Valentine’s Card Making station
          a. Lots of people came by!
       ○ Biweekly study session
          a. Went well!
          b. 3 participants; they liked that lunch was provided
          c. Have sent sandwich receipts to Manya for reimbursement
          d. Suggestion: promote this in the FAS newsletter?
       ○ SFU x UBC WiCS social
          a. Venue is being discussed
    v. Technical Coordinator - Mehreen & Anagha
       ○ Telus resume review workshop
          a. Date: March 1st 4:30-6:30pm
          b. Location: TASC 9204
          c. Motion for $30 for snacks at the event
             i. Motion passed
       ○ Women’s day collab
          a. Date: during week of march 6th
          b. Content: web development & JavaScript
       ○ CS Diversity collab
          a. Currently reaching out to alumni
- Amazon collab
  a. Early April/May

- Grad Coordinator - Vishakha
  - Not present

- Social Media Coordinators - Angela
  - Posts made:
    a. Valentine’s card making event promo
    b. Thank you post to Nester’s for flower donations
    c. Fortinet women in Cyber event promo
  - Upcoming promotions:
    a. Telus resume workshop
    b. FAS formal
  - Outreach budget
    a. Could use it on an Instagram giveaway (goodie bags?)

- Spring 2023 Events
  - NOTE: add events to the WiCS Google Calendar
  - Alumni Event
  - Social Events
    i. Biweekly study sessions
    ii. UBC WiCS x SFU WiCS Collab event
    iii. FAS Formal
  - Upcoming technical events
    i. Collab with CSSS
    ii. AWS
    iii. Telus
    iv. Teck
    v. IWD
  - Upcoming grad events
    i. Know the Industry Session

- Valentine’s Day + Biweekly Session Recap
  - See exec updates - event coordinator

- IWD with WiE
  - Event date: March 8th 6-8pm
  - Planned by WiE [Minutes Feb 11 - Initial planning]
  - Want WiCS to help day of + promote event
  - Contact Harpreet or Denise if you’re interested in helping with planning

- WiCS Swag Items
  - Phone cards have arrived; look good!
• **Mentorship Program**
  - Waiting to send out Starbucks gift cards to mentor groups
  - Increasing the gift card amount from $5 to $10

• **Meeting With Katie Hearn (FAS)**
  - Katie let us know that she can reach out to alumni to sponsor big WiCS events (e.g. TryCatch) for consecutive years
  - WiCS will create a list of our events by the end of reading break to share with potential sponsors
  - A lot of alumni are interested in sponsoring b/c it is the 50th year anniversary of SFU CS

• **FAS Collaboration Event**
  - Need 1 WiCS representative to attend!
    i. If interested, contact Harpreet or Denise

• **FAS Formal**
  - Floral themed!
  - Will send the poster to Angela to making post them on social media
  - Tickets: $35
  - Will subsidize $10 for 10 WiCS members attending the event
    i. first come, first serve
    ii. Subsidy form: [https://docs.google.com/forms/d/1OLrL_XZhEuGiuYidGYqPi_PqUfpVeQgAucGveMQaf6s/edit](https://docs.google.com/forms/d/1OLrL_XZhEuGiuYidGYqPi_PqUfpVeQgAucGveMQaf6s/edit)

• **Mountain Madness (CSSS) - Sponsor**
  - Date: Mid Feb
  - Motion for the $100 hackathon prizes
    i. Need to e-transfer to (csss-exec-current@sfu.ca)
    ii. Motion passed
  - Harpreet and Denise will drop by at the event

• **Root Hacks (SSSS) - Sponsor**
  - Date: March 4th
  - Motion for $100 for hackathon prizes
    i. Motion passed

• **Common Room**
  - If we decide to move, it will take place in March
  - New area will be temporary (~1-2 years); may have to move again due to the construction
  - New WiCS room
    i. Location: currently the Director’s office near the CSSS common room
Bigger room, more outlets
Has a door that leads to the courtyard
The pin pad in our current common room will be moved onto the new door
Will receive a new drawer with a working lock
  - possibly change the pin pad every year for security
The 4 drawer cabinet can be replaced to something similar, hopefully with two keys
Could possibly book a cleaning service for the microwave and fridge
WiCS is responsible for furnishing the area
  - Only stackable chairs can be provided

Common space for CSSS & WiCS
  i. Location: from one end of the sliding room to the other side of the room (current reception area)
  ii. No additional facilities like a kitchen
  iii. Decoration will be done by CSSS & WiCS
    - Ideally, WiCS would come up with a plan and CSSS would provide financial support

Exits
  i. Have two exits; 1) the sliding doors and 2) the door right beside the director's office
  ii. Both CSSS and WiCS will be given master keys that work for the doors
  iii. Doors will get opened and locked at night (security will also do a walkthrough)
  iv. Have asked if we can use the exit beside the WiCS common room
    - Response: yes, but that exit might eventually get blocked off b/c of the ongoing construction

Pictures + videos of the area-
https://drive.google.com/drive/folders/1XaGav7DrzzZcOY6cDbx-5mipBGm8_nRxE?usp=sharing

Open floor
  - Could provide Ouldooz with frequent updates about the work that WiCS is doing so that it is easier for her to report it to FAS
    i. In the form of ppt slides? Easier for her to utilize

WiCS Constitution - review of #1, 2 and look at #3, #4
  - WiCS Constitution January 2023 - Pending
  - We will be reviewing two or more items each week

Meeting adjourned at 7:00pm