Women in Computing Science
Aug 2023 General Meeting

Date: August 28, 2023
Facilitators: Harpreet Dubb, Denise Siu
Location: Zoom
Meeting Minutes: Rachel Seong

Meeting STARTED at 7:34PM

ATTENDEES

EXECUTIVES

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


MEETING AGENDA

 ejecutive updates

1. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Shared mentee application info & Fall FAS Scholarships/awards info on the website
   c. Made updated meeting minutes template with new WiCS logo

2. Treasurer - MABEL
   a. Finalized WiCS 2023-2024 budget (Fall-Spring)

3. Communications Coordinator - MANTAJ
   a. CS 50th anniversary event
      i. Date: Sep 23rd
      ii. Got approval for a WiCS table; could be hosted by Mantaj
      iii. Make WiCS buttons/pins/name tag for alumni?
1. Easier to identify each other
2. Need to rent machine from CSSS and buy pin materials
   b. Made new WiCS newsletter format

4. Event Coordinator - AYANA & SOPHIA
   a. Collab event with Women in Math
      i. Planning a skating event in October
   b. WiCS FROSH events
      i. Frosh Lunch
         1. For first year students
         2. Ice breaker style
      ii. WiCS Info session
         1. Date: Sep 14

5. Technical Coordinator - KATIE & ARCHITA
   a. Discussing fall events with SAP
   b. Discussing office tours, resume reviews, panel discussion (various tech professions),
      Cybersecurity workshop

6. Grad Coordinator - KIMIA
   a. Grad panel session event
      i. ~12 show ups
      ii. Have been reimbursed ($64.60)
   b. Planning a Fall collab with UBC WiCS grad students
      i. Can utilize the existing UBC collab server from past events
   c. Will plan another event for just SFU WiCS

7. Mentorship Program Coordinator - KAITLYNN
   a. Mentors
      i. 24 applicants
      ii. Have interviewed half of them; second round this week
   b. Mentees
      i. 12 signups; goal is 30
      ii. Will advertise more on welcome day, FROSH info session
         iii. May extend deadline if not enough signups

8. Social Media Coordinators - GAHEE & JASMINE
   a. Posted mentee application, grad event recaps
   b. Working on WiCS hoodies
**UPCOMING EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>September 5th</td>
<td>Welcome Day</td>
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<td>September 9th</td>
<td>Mentee application Deadline</td>
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<tr>
<td>September 13, 14</td>
<td>Clubs Day</td>
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<tr>
<td>September 15th</td>
<td>Icebreaker + Welcome Lunch</td>
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<td>September 20th</td>
<td>Hoodie pre-order deadline</td>
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**DISCUSSIONS**

1. Try/CATCH Updates
   a. No updates; going well!
   b. Will send out a when2meet to decide meeting times for the fall

2. Logo changes
   a. Sent out logo changes to FAS & CS
   b. Will change the logo in the WiCS common room sign

3. Hoodies + swag
   a. 7 orders so far
   b. Stickers ideas - by Mabel
      i. Will share screenshots in the Discord channel for votes

4. Welcome Day
   a. Harpreet & Denise will be present
   b. Will be giving out WiCS swag

5. Clubs Day
   a. Dates: Sep 13-14 11AM-2PM
   b. Location: Convocation Mall (outside library)
   c. Table 104 for wed; table 28 for Thursday
      i. Table layout shared in the exec channel
   d. Will share table with CSSS
   e. Please sign up if you can make it!!

6. Fall + Spring Budget
   a. Have enough budget for most initiatives (based on previous spendings)
   b. Got more funding for Try/Catch 😊; have now met budget goals
7. Summer Semester Reflection - What went well, what didn’t?
   a. What went well?
      i. “Logo change”, “revamping discord”, “website improvements”, “hoodie merch”, “fun events (Barbie social!)”
   b. What needs improvement?
      i. “More exec socials”, “more events”, “combined list of contacts”

8. Fall Semester Brainstorm -
   https://jamboard.google.com/d/1NfZJ0f0iZm_HP4cbH4WgnrsCJ8PHposfwKeF_cqFn54/edit?usp=sharing
   a. Goals?
      i. “Creative events”, “more freshman members”, “more attendees at social events & technical workshops”, “more engagement with mentorship groups”, “advertise events better”
   b. Hopes for WiCS?
      i. “more exec at events”, “more friendships”, “having a bigger presence”, “more connection with general WiCS members on Discord”

 markdown

**MOTIONS**

1. Motion for $100 for FROSH icebreaker lunch event
   a. Motioned by Ayana & Sophia; Seconded by Kaitlynn
   b. Motion status: passed

2. Motion for $20 for 50+ WICS buttons
   a. Motioned by Denise; Seconded by Kimia
   b. Motion status: passed

3. Motion for $30 for snacks & drinks at clubs day and first WiCS in-person meeting
   a. Motioned by Denise; Seconded by Archita
   b. Motion status: passed

**OPEN FLOOR**

1. Fall WiCS general meetings
   a. Weekly; Thursday 8pm
   b. First meeting
      i. Sep 7th 8PM
      ii. Hybrid; location TBD

2. WiCS Exec social
3. WiCS Clubs day
   a. Sign-up sheet, snacks, presentation
      i. Any more ideas?
   b. Expecting more showups compared to the summer term

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| **RACHEL**   |   ● Upload meeting minutes  
|              |   ● Add FROSH Icebreaker + Welcome Event to website  
|              |   ● Add Clubs Day to website  
| **MABEL**    |   ● Display case  
|              |   ● Work on next version of voted buttons  
| **MANTAJ**   |   ● CS 50th anniversary  
|              |   ● First fall newsletter release on September 6th  
|              |     ○ Include welcome message  
|              |     ○ WiCS-related events, hoodies, new common room  
|              |     ○ Check WiCS email, external opportunities  
| **AYANA & SOPHIA** |   ● FROSH Welcome Event preparation  
| **KATIE & ARCHITA** |   ● September event planning  
| **KIMIA**    |   ● September event planning  
| **KAITLYNN** |   ● Conduct mentor interviews  
|              |   ● Mentorship program next steps  
| **GAHEE & JASMINE** |   ● Welcome post  
|              |   ● Frosh event  
|              |   ● Clubs day  
|              |   ● Continue promoting Mentee applications and hoodies  

Meeting ADJOURNED at 8:25PM