Women in Computing Science
Apr 2024 General Meeting

**Date:** April 3, 2024
**Facilitators:** Harpreet Dubb, Denise Siu
**Location:** Discord
**Meeting Minutes:** Rachel Seong

Meeting STARTED at 7:04PM

<table>
<thead>
<tr>
<th>ATTENDEES</th>
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<tr>
<td><strong>EXECUTIVES</strong></td>
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<tr>
<td>Harpreet</td>
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<tr>
<td>Denise</td>
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<tr>
<td>Kimia</td>
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<td><strong>MEMBERS</strong></td>
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<td>Shiva</td>
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<th>MEETING AGENDA</th>
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<tbody>
<tr>
<td><strong>🌟 EXECUTIVE UPDATES</strong></td>
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| 1. Secretary - RACHEL  
  a. Meeting minutes uploaded  
  b. Updated constitution and photos on website |
| 2. Treasurer - MABEL  
  a. Made reimbursements for Blueprint event, Grad Biercraft social, movie social, Care packages  
  b. Have been monitoring budget for different areas  
    i. Currently ~$900 floating  
    ii. Will discuss what to do with this |
| 3. Communications Coordinator - MANTAJ  
  a. Sent out newsletter |
4. Event Coordinator - AYANA & SOPHIA
   a. Movie social
      i. 15 attendees
      ii. Event went well! Sushi was finished
      iii. Ordered another veggie sushi tray during the event (~$14)
      iv. Total expenses: ~$190
   b. Will return keys by April 10

5. Technical Coordinator - KATIE & ARCHITA
   a. Hack-the-sem
      i. Demo day - April 4th
      ii. Meeting tomorrow morning with organizers to discuss food and last-minute details
      iii. Attendees: ~11 registrants; 9 of them are hackathon participants
           1. WiCS members, please attend if you can!
      iv. Judges: Mantaj, Matthew
      v. May need a photographer or anyone that can take photos
           1. Mantaj will bring her camera
      vi. Food will likely be pizza
      vii. Thinking of making snack bags to give out to hackathon participants at the end of the event
           1. Will discuss with GDSC to check budget

6. Grad Coordinator - KIMIA
   a. Grad BierCraft event
      i. 7 attendees including Kimia
      ii. Have been reimbursed
      iii. Recap post has been made

7. Mentorship Program Coordinator - KAITLYNN
   a. Mentorship program wrap up event
      i. April 5th
      ii. Group activities + ice-breaker activities
      iii. Will pre-order pizza tomorrow
   b. Will make reimbursements for group activities ($5/person) at the end of this week
   c. Will send mentorship photos to social media coordinators for a recap post

8. Social Media Coordinators - GAHEE & JASMINE
   a. Instagram giveaway
      i. April 2nd-5th
   b. Gahee is away till April 8th
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 2 - 5</td>
<td>Social Media Contest</td>
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<tr>
<td>Announce</td>
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<td>winners on April 6</td>
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<td>April 4, 2024</td>
<td>GDSC x WiCS Hack The Sem: Demo Day</td>
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<td>April 5, 2024</td>
<td>Mentorship Social</td>
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<td>April 10, 11</td>
<td>End of Semester Package Giveaway</td>
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<td>May 15, 2024</td>
<td>AWS event</td>
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<td>April 1 - 7</td>
<td>WiCS Executive Voting</td>
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**DISCUSSIONS**

1. **Summer 2024 - Spring 2025 Elections**
   a. 23 nominations
      i. No one running for Grad Coordinator
         1. Will have a by-election
         2. Kimia will promote this position through LinkedIn
   b. Voting period: April 1st-7th
      i. 82 votes so far
      ii. Will send out more reminders

2. **End of Semester Care Packages**
   a. Will assemble packages this Friday
   b. Will hand out packages on: April 10, 11 12:30-2pm

3. **StormHacks WiCS Session**
   a. May 18th 12-8PM
   b. Host a creative event for WiCS members at StormHacks?
      i. Need a WiCS exec volunteer to do this

**ANNOUNCEMENTS**

1. Next week’s meeting (April 10th)
   a. Will be the last general meeting for the current exec team!
   b. Hybrid

2. Will have one more meeting with the next exec team
3. DUE April 10th: Transfer guides + key returns!

4. TASC cabinet + common room cleaning - April 15th 11am

5. Exec social - April 28th (time TBD)

**MOTIONS**

1. Motion $130 for Hack-the-sem Demo day
   a. Motioned by Mantaj; Seconded by Rachel
   b. Motion: passed

2. Motion $170 for Mentorship Social
   a. Motioned by Kaitlynn; Seconded by Kimia
   b. Motion: passed

3. Motion $600 for Common room supplies
   a. Motioned by Denise; Seconded by Isabelle
   b. Motion: passed

4. Motion $30 for snacks at last general meeting
   a. Motioned by Denise; Seconded by Mantaj
   b. Motion: passed

**OPEN FLOOR**

1.

**ACTION ITEMS**

| RACHEL          | ● Update website               |
|                | ● Upload meeting minutes       |
|                | ● Finish up transfer guide     |

| MABEL          | ● Reimbursements for Mentorship Social, Demo Day, CR supplies, meeting snacks |
|                | ● Finish up transfer guide     |

| MANTAJ         | ● Send out newsletter          |
|                | ● Check email and keep up with correspondence |
|                | ● Add to #external-opportunities |

| AYANA & SOPHIA | ● Finish up transfer guide     |
| KATIE & ARCHITA | • Hack the Sem: Demo Day Preparation  
|                | • Demo Day blog post  
|                | • Schneider Electric event planning  
|                | • AWS event planning  
|                | • Finish up transfer guide |
| KIMIA | • Finish up transfer guide |
| KAITLYNN | • End of Semester Mentorship social planning  
|          | • Mentorship program group check ins  
|          | • Get photos for recap post  
|          | • Mentorship Program blog post?  
|          | • Finish up transfer guide |
| GAHEE & JASMINE | • Continue giveaway  
|                | • FAS Formal recap  
|                | • Care packages advertising  
|                |   ○ Discord + IG story  
|                | • Elections reminders  
|                | • Finish up transfer guide |

Meeting ADJOURNED at 7:37PM