Women in Computing Science
Feb 2024 General Meeting

Date: February 7, 2024  Facilitators: Harpreet Dubb, Denise Siu
Location: Discord/Hybrid  Meeting Minutes: Rachel Seong

Meeting Started at 7:04PM

ATTENDEES

EXECUTIVES

<table>
<thead>
<tr>
<th>Harpreet</th>
<th>Denise</th>
<th>Archita</th>
<th>Gahee</th>
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<tr>
<td>Mantaj</td>
<td>Kaitlynn</td>
<td>Sophia</td>
<td>Rachel</td>
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<td>Kimia</td>
<td>Mabel</td>
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MEMBERS

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<tr>
<th>sumo</th>
<th>Merlia</th>
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MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
   a. Meeting minutes uploaded
   b. Continuing to update the website with recent event photos + social event announcements

2. Treasurer - MABEL
   a. Started end of year finance report & organizing finance details to share with CS Diversity Committee

3. Communications Coordinator - MANTAJ
   a. Sent out newsletter
   b. WiCS 20th anniversary planning is going well :)

4. Event Coordinator - AYANA & SOPHIA
   a. Bubble tea + bingo social
      i. Date/Time: Feb 15th 3-4:30PM
      ii. Haven’t received confirmation of room booking yet
b. Clay charm making social
   i. Plenty of clay leftover; left in the same cabinet as the WiCS hoodies
   ii. Event went well!

c. Budget
   i. Will be spending ~$150 in March

5. Technical Coordinator - KATIE & ARCHITA
   a. Hack The Sem
      i. All mentors & participants confirmed
      ii. 4 groups of 4 people
         1. 1 mentor assigned to each group already
      iii. Created discord server; people have joined already
      iv. Launch day
         1. Saturday Feb 10th
         2. In person
         3. Attendance mandatory for all participants
         4. Haven’t accounted for snacks for this day
            a. WiCS has some chips in the common room available for use
      v. Will be sending out registration form for the first workshop soon
         1. Form will always be released a week before the workshop
   b. Borealis AI
      i. Will meet with them soon
      ii. Would be nice to have at least one collab with just WiCS

6. Grad Coordinator - KIMIA
   a. Coffee chat with alumni
      i. Had 8 attendees
      ii. Will reimburse coffee for attendees
      iii. Will send Starbucks or Amazon gift card to the alumni
   b. UBC WiCS collab event for grad students
      i. Casual hangout at a coffee shop
      ii. Will communicate with them and give updates next meeting

7. Mentorship Program Coordinator - KAITLYNN
   a. Have sent emails to mentors and mentees separately to have group meetups
   b. Sent out an email reminder about $5 reimbursements/person that will be made for group activities

8. Social Media Coordinators - GAHEE & JASMINE
   a. Will post bubble tea bingo social promo

∽ UPcomings Events ∽

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<th>Date</th>
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February 14, 2024  FAS Hot Chocolate Social + Painting Valentines event
February 15, 2024  Bubble Tea Social
February 16, 2024  20th Anniversary
March 7, 2024  Lunch & Learn with Parmit Chilana in Burnaby
March 8, 2024  Women in STEM IWD
March 11, 2024  Surrey collab event
March 13, 2024  Lunch & Learn with Ouldooz in Surrey
March 15, 2024  FAS Formal
ONGOING  GDSC x WiCS Hack The Sea

🌟 DISCUSSIONS

1. WiCS 20th Anniversary
   a. Tickets are available!
   b. Finalizing purchases and event details
   c. Have enough day-of volunteers (organizers + 5 volunteers)

2. Lunch & Learn
   a. Burnaby
      i. March 7th
      ii. Faculty: Parmit Chilana
      iii. Led by Shatavisha
      i. [https://docs.google.com/forms/d/e/1FAlpQLSdDcQ2EC2yRaT6Y8h7A9yHy96gY87LXXhHOJfwpEaiHXdGzUw/viewform?usp=pp_url](https://docs.google.com/forms/d/e/1FAlpQLSdDcQ2EC2yRaT6Y8h7A9yHy96gY87LXXhHOJfwpEaiHXdGzUw/viewform?usp=pp_url)
      ii. Promos will go out end of February
   b. Surrey
      i. March 13th
      ii. Faculty: Ouldooz
      iii. Led by Felicia
      i. [https://docs.google.com/forms/d/e/1FAlpQLScc4m0yZyHj6REWgPOo_CLldwZjPNSlVK-_XjclMJuiBBFNLA/viewform?usp=sharing](https://docs.google.com/forms/d/e/1FAlpQLScc4m0yZyHj6REWgPOo_CLldwZjPNSlVK-_XjclMJuiBBFNLA/viewform?usp=sharing)
      b. Will ask hosts to take photos

3. Surrey Collab
   a. March 11th 1:30-5PM
   b. Tote bag painting + sushi!
   c. Location: Room in Surrey building
      i. Do not need mandatory supervision from a Faculty member
**ANNOUNCEMENTS**

1. Discord - removing exec position from name on Discord
   a. Now have exec positions as roles instead
   b. Makes it less intimidating for non-execs to be more active in the Discord channels, where execs talk the most

**MOTIONS**

1. Motion $160 for Bubble tea bingo social
   a. Motioned by Sophia; Seconded by Gahee
   b. Motion: passed

2. Motion $150 for Surrey x FAS Girlies(?) event
   a. Motioned by Gahee; Seconded by Archita
   b. Motion: passed

**OPEN FLOOR**

1. Exec Constitution when2meet: https://www.when2meet.com/?23364226-JuMAW

**ACTION ITEMS**

| RACHEL | ● Upload meeting minutes  
         | ● Update website  
         | ● Brainstorm other things to add to the website |
|--------|------------------------------------------------|
| MABEL  | ● Send $100 to CSSS for FAS Formal  
         | ● Complete budget estimate for next year (deadline: March)  
         | ● Reimburse Kimia for Coffee Chat social |
| MANTAJ | ● Send out newsletter  
         | ● Add to external-opportunities  
         | ● IWD slides  
         | ● Run 20th! |
| AYANA & SOPHIA | ● Finalize Bubble Tea Social details  
                     | ● Meet with Avni for SFU Blueprint collaboration  
                     | ● Ayana - fill out the constitution when2meet |
| KATIE & ARCHITA | ● Continue running GDSC hackathon  
                           | ● Brainstorm WiCS technical event  
<pre><code>                       | ● Updates on Schneider electric |
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<td>KIMIA</td>
<td>• Reimburse coffee for Coffee Chat</td>
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<td>• Send thank you email and gift card to guest of Coffee Chat</td>
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<td>• Reach out to UBC WiCS Grad team for collaboration</td>
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<td>• Fill out the constitution when meet</td>
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<td>KAITLYNN</td>
<td>• Continue mentorship program</td>
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<td>• Start thinking about year end social</td>
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<td>• Reimbursements</td>
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<td>• Future: create FAS Formal channel</td>
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<td>GAHEE &amp; JASMINE</td>
<td>• Bubble tea social poster + post</td>
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<td>• 20th anniversary reminders</td>
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<td>• FAS hot chocolate social story posts</td>
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<td>• Surrey collab</td>
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<td>• Jasmine - fill out the constitution when meet</td>
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<td>• Gahee - Surrey collab planning</td>
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Meeting ADJOURNED at 7:34PM