



Women in Computing Science Nov 2023 General Meeting

Date: November 2nd, 2023	Facilitators: Harpreet Dubb, Denise Siu
Location: Discord	Meeting Minutes: Rachel Seong

Meeting STARTED at 8:04PM

ATTENDEES

EXECUTIVES

Harpreet	Denise	Ayana	Gahee
Kaitlynn	Katie	Kimia	Mabel
Mantaj	Rachel	Jasmine	

MEMBERS

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MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
 - a. Meeting minutes uploaded
 - b. Added announcement about Know Your Industry event on the website
 - c. Added recent social event photos and GHC + CAN-CWIC photos to website

2. Treasurer - MABEL
 - a. Made reimbursements for pumpkin painting; will reimburse for Cybersecurity workshop
 - b. Ordered stickers; coming in 2 weeks
 - c. Created a folder for all receipts in WiCS Google Drive

3. Communications Coordinator - MANTAJ
 - a. Newsletter ready
 - b. Surrey mentor lunch
 - i. 5 signups for 4 spots; 1 on waitlist

4. Event Coordinator - AYANA & SOPHIA

- a. WiCS x AWM Ice skating event
 - i. ~16 signups
 - ii. Created a Discord channel for all attendees
 - iii. Sent our confirmation emails
 - iv. Food
 - 1. Will order pizza (Uncle Fatih's)
 - 2. No drinks left for WiCS, so need to buy some
 - 3. Some paper plates left in the common room; would be good to check
 - v. Costs will be reimbursed for only 20 people
 - 1. First 20 to join Discord channel?
 - 2. First 20 to come to the event (starting at 5PM)?
 - vi. Ayana can't attend due to illness; Sophia will attend
 - vii. Need more volunteers to help manage group
 - 1. A few WiCS members are attending the event, so they can help out
 - viii. Budget issues
 - 1. Over budget; did not realize that there is an extra charge for people over 25
 - 2. Expected cost just for tickets is already exceeding AWM's budget (\$140)
 - a. Need to ask AWM to cover more?
 - b. AWM should at least contribute some money for food?
 - 3. WiCS will also motion more + bring over remaining budget from other sectors
- b. Gingerbread decorating event
 - i. Towards end of November
 - ii. Planning in progress

5. Technical Coordinator - KATIE & ARCHITA

- a. Cybersecurity workshop
 - i. ~7 attendees
 - ii. Good demos & hands-on experience 😊
- b. Know your industry panel session & resume review with Orbis
 - i. Date change: Tuesday Nov 21st 4-6:30PM
 - ii. Amazon will also send few panelists
- c. Haven't heard back from Schneider Electric yet

6. Grad Coordinator - KIMIA

- a. Grad Halloween party
 - i. 22 out of 27 sign ups showed up!!
 - ii. Bought some halloween decorations that could be used for future events
 - iii. Went over budget; will motion for more
- b. End of term event
 - i. Will consider a coffee chat
- c. Spring event
 - i. First week of January
 - ii. Currently brainstorming

7. Mentorship Program Coordinator - KAITLYNN

- a. Try/Catch
 - i. Waiting on last minute payments to be processed
- b. Mentorship program
 - i. Groups are figuring out dates for their next meet-up

8. Social Media Coordinators - GAHEE & JASMINE

- a. Have \$150 for social media giveaway for Fall & Spring
- b. Will post grad halloween party recap, try/catch recap, cybersecurity recap
- c. WiCS care packages
 - i. Will buy items by Monday
 - ii. Expecting \$150 for all items
 - iii. 30 packages
 - 1. Snacks, toys, key chains, bookmarks, sticky notes, etc!
- d. Exec shirts
 - i. Will hold onto the idea

 UPCOMING EVENTS

Date	Event
November 3rd	WiCS x AWM Ice Skating
November 7th	Surrey Lunch and Learn
November 21st	Panel Session & Resume Review with Orbis and Amazon

 DISCUSSIONS

1. WiCS 20th Anniversary
 - a. Meetings: Thursdays 7-8PM
 - b. Need more volunteers, especially to secure sponsorships!
2. Networking Night 2024
 - a. Meetings: Wednesdays 8-9PM
 - i. Now weekly -> biweekly in the future
 - b. Katie is leading on the WiCS side 😊
 - c. Currently deciding subteams
3. End of Semester Care Packages
 - a. See exec - social media coordinator
 - b. Organized by Jasmine
 - c. Any extra WiCS stickers to include?

- i. Will check common room for supplies

4. WiCS Common Room

- a. Will print out + put up common room rules in the room
- b. Will share them on Discord as well

5. Hoodies, Keychains, Stickers

- a. Hoodies
 - i. No hoodies left; all sold
 - ii. Will not order more for this year
- b. Keychains
 - i. Made ~50 key chains
- c. Stickers
 - i. See exec updates - Treasurer
- d. Merch budget
 - i. ~\$500 remaining
 - ii. Could allocate or order more stickers

MOTIONS

1. Motion \$200 for Ice Skating tickets + food
 - a. Motioned by Ayana; Seconded by Mantaj
 - b. Motion: passed

2. Motion \$25 for extra budget for Grad Halloween Party
 - a. Motioned by Kimia; Seconded by Mantaj
 - b. Motion: passed

OPEN FLOOR

ACTION ITEMS

RACHEL	<ul style="list-style-type: none">● Post meeting minutes● Update website
MABEL	<ul style="list-style-type: none">● Reimbursements● Budget allocation
MANTAJ	<ul style="list-style-type: none">● Surrey Lunch and Learn planning + Host● Newsletter release● WiCS 20th anniversary leading
AYANA & SOPHIA	<ul style="list-style-type: none">● Ice skating event● Plan gingerbread decorating event
KATIE & ARCHITA	<ul style="list-style-type: none">● Finalize know your industry details, send to marketing● Continue communicating with companies for spring events
KIMIA	<ul style="list-style-type: none">● Next event planning
KAITLYNN	<ul style="list-style-type: none">● Coordinate with groups for second meeting● Try/CATCH MECS payments and final details
GAHEE & JASMINE	<ul style="list-style-type: none">● Post<ul style="list-style-type: none">○ Recap - Ice Skating, Lunch and Learn, Cybersecurity, Grad Halloween○ Panel Session & Resume Review with Orbis and Amazon○ Try/CATCH recap● Social media giveaway planning

Meeting ADJOURNED at 8:47PM