




Women in Computing Science Nov 2023 General Meeting

Date: November 23rd, 2023	Facilitators: Harpreet Dubb, Denise Siu
Location: Discord	Meeting Minutes: Rachel Seong

Meeting STARTED at 8:06PM

ATTENDEES			
EXECUTIVES			
Harpreet	Denise	Gahee	Kaitlynn
Mantaj	Ayana	Rachel	Jasmine
Kimia	Katie	Mabel	
MEMBERS			

MEETING AGENDA
 EXECUTIVE UPDATES
<ol style="list-style-type: none">1. Secretary - RACHEL<ol style="list-style-type: none">a. Meeting minutes uploadedb. Added Try/Catch photos + announcement about the last general meeting (hybrid) to the websitec. Will add photos from the Know Your Industry event + gingerbread social 2. Treasurer - MABEL<ol style="list-style-type: none">a. Made all reimbursementsb. Will update the display case 3. Communications Coordinator - MANTAJ<ol style="list-style-type: none">a. Final newsletter will be sent outb. Met with Deborah to discuss the WiCS 20th anniversary<ol style="list-style-type: none">i. Said that they can promote our events on their website (e.g. Try/Catch) or share event recap blog posts for us

4. Event Coordinator - AYANA & SOPHIA

- a. Gingerbread social
 - i. Had 14 gingerbread houses (used all) + hot chocolate/wafers/marshmallows
 - ii. Event went well! Lots of fun 😊
 - iii. Will add photos to the WiCS google drive
 - iv. Stayed within the original \$150 budget; didn't use extra budget that was motioned for
 - v. Was the last social event for Fall 2023!
- b. Will plan first event for Spring 2024 (will happen within 2-3 weeks into the term)

5. Technical Coordinator - KATIE & ARCHITA

- a. Know your industry event
 - i. Lower turnout than sign-ups (~16)
 - 1. BUT as a result, attendees got to spend 1-on-1 time with mentors/panelists !!
 - ii. Panel session/resume reviews/networking
 - iii. Gave hand-signed thank you cards to Orbis & Amazon
 - iv. Spent \$175 on food
 - v. Emailed both companies about future collaboration

6. Grad Coordinator - KIMIA

- a. End-of-semester grad coffee chat
 - i. Was originally early December
 - ii. Would like to postpone the next term b/c the date is too close to the end
 - iii. Could make it a Spring 2024 welcome event instead

7. Mentorship Program Coordinator - KAITLYNN

- a. Sent out cheque for Try/Catch
- b. Mentorship program
 - i. Sent out email to mentors asking for a summary on how their group is doing
 - ii. Will ask groups for photos so that we can post program updates on our social media
 - iii. Will give out \$5 to each person in the mentorship program to be used within group socials
 - iv. Planning an event that may involve alumnus, Q&As, resume reviews, etc.

8. Social Media Coordinators - GAHEE & JASMINE

- a. Posted Try/Catch recap on LinkedIn, know your industry event recap
- b. Will post care packages announcement, gingerbread social recap
- c. Will give out care packages on:
 - i. Tuesday 28th 1:30PM-3:30PM
 - ii. Wednesday 29th 12:30PM-2:30PM
 - iii. Thursday 30th 10:30PM-12:30PM

 UPCOMING EVENTS

Date	Event
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November 28, 29, 30	End of Semester Care Packages hand out!
January 30, 2024	Networking Night
February 23, 2024	20th Anniversary

DISCUSSIONS

1. WiCS 20th Anniversary
 - a. Planning going well 😊
 - b. Lots of involvement from different clubs (FAS, CSSS)
 - c. Funding is secured; can now focus on the event itself

2. Networking Night 2024
 - a. Date/time: Jan 30th, 2023 6-9PM
 - b. Theme: Breaking through the glass ceiling
 - c. Biweekly meetings on Wednesday 8PM
 - d. Will complete sponsorship packages by this weekend
 - e. Made invitations

3. WiCS x CSSS Technical Workshops
 - a. Led by Jace - webmaster for CSSS
 - b. 6 technical workshops covering: Docker, Linux, JavaScript, etc.
 - c. Working closely with some CSSS execs
 - d. Want to invite women as well
 - e. Planning is mostly done; would like WiCS to promote the event
 - i. It could be a “collab”; our logo would be on the event posters
 - ii. Or, we could promote it as an external event
 1. WiCS was not involved enough to put our name up there
 2. WiCS does not have a lot of control over the event; a little risky to call it a collab?
 - iii. **DECISION:** good intentions but collab does not seem right in this situation; going with **option ii**
 - f. Will let him know that we could possibly collab with him in the future (more traditional collab)

4. FAS DSU & Clubs
 - a. Gave club updates at the November meeting
 - b. Will share meeting minutes
 - c. Updates
 - i. SFSS is discussing how to use a given space in the SUB
 - ii. Have started planning the FAS Formal
 1. March 15th or 22nd 2024

2. WiCS is not involved in planning yet
 - a. if anyone is interested in planning, let us know
 3. WiCS has funding allocated for this event
 - a. Could give out tickets like we did last year
5. Women in STEM event
- a. Event on International Women's Day
 - b. Women in STEM, WiCS, WiE, AWM are involved
 - c. Had meeting today to discuss event scale & details
 - i. Expecting ~80 attendees; registration required
 - ii. Will book TASC rooms
 - iii. Budget from each group: \$100-150
 - iv. Will have a short presentation introducing each groups
 - v. 1 big activity + small activity stations
 - d. Social media coordinators from WiCS and WiSTEM will work on promos

Announcements

1. Last meeting of the semester - November 30th, 8pm (Hybrid - Discord, WiCS Common Room)
2. Common room and cabinet cleaning - November 30th, 3pm
3. Exec social - Saturday, Dec 16th, 2pm
 - a. Baking and White Elephant with a \$5 budget
4. Women in STEM event
 - a. Discord: <https://discord.gg/55yyejGJ>

MOTIONS

None

OPEN FLOOR

1. Will do a group reflection of the Fall term at our last general meeting; be ready to share

ACTION ITEMS

RACHEL	<ul style="list-style-type: none"> ● Continue to update website and upload minutes
MABEL	<ul style="list-style-type: none"> ● Continue reimbursements and updating budget
MANTAJ	<ul style="list-style-type: none"> ● Send out newsletter ● Keep leading 20th anniversary
AYANA & SOPHIA	<ul style="list-style-type: none"> ● Brainstorm events for spring semester
KATIE & ARCHITA	<ul style="list-style-type: none"> ● Work out details with GDSC

	<ul style="list-style-type: none"> ● Brainstorm plan/events for spring semester
KIMIA	<ul style="list-style-type: none"> ● Plan grad coffee chat for spring semester ● Brainstorm plan/events for spring semester
KAITLYNN	<ul style="list-style-type: none"> ● Collect mentorship recaps ● Run mentorship program
GAHEE & JASMINE	<ul style="list-style-type: none"> ● Advertise end of semester care packages ● Recaps <ul style="list-style-type: none"> ○ Know your industry ○ Gingerbread social ○ Maybe a semester end recap? ● Think about promotions for women in STEM event

Meeting ADJOURNED at 8:50PM