



# Women in Computing Science Nov 2023 General Meeting

<b>Date:</b> November 9th, 2023	<b>Facilitators:</b> Harpreet Dubb, Denise Siu
<b>Location:</b> Discord	<b>Meeting Minutes:</b> Rachel Seong

Meeting STARTED at 8:03PM

## ATTENDEES

### EXECUTIVES

Harpreet	Denise	Gahee	Mabel
Kimia	Mantaj	Ayana	Rachel
Sophia	Kaitlynn	sumo	

### MEMBERS

--	--	--	--

## MEETING AGENDA

### ☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
  - a. Meeting minutes uploaded
  - b. Updated website with some event photos
2. Treasurer - MABEL
  - a. Made all reimbursements
3. Communications Coordinator - MANTAJ
  - a. Surrey mentor lunch
    - i. Went well ! 😊
    - ii. All except 1 registrant showed up
  - b. Sent out solo email for Know your industry event
4. Event Coordinator - AYANA & SOPHIA
  - a. WiCS x AWM Ice Skating event

- i. Had motioned for \$200 extra; stayed under budget!
    - ii. Lots of attendees
  - b. Gingerbread decorating social
    - i. end of November
5. Technical Coordinator - KATIE & ARCHITA
    - a. Know your industry night
      - i. 22 responses so far
      - ii. Will continue to update Orbis and Amazon about ongoing situation
    - b. Waiting on response from Schneider Electric
  6. Grad Coordinator - KIMIA
    - a. No more events for this semester
    - b. Will start planning a coffee chat for next semester
  7. Mentorship Program Coordinator - KAITLYNN
    - a. Received Try/Catch cheque from Mabel; will give it to Mary
    - b. Organizing the Try/Catch photos; making sure to remove those who did not give photo consent
  8. Social Media Coordinators - GAHEE & JASMINE
    - a. Will promote the Know Your Industry event
    - b. Will save budget for Instagram giveaways for International Women's Day

## UPCOMING EVENTS

Date	Event
November 21st	Panel Session & Resume Review with Orbis and Amazon

## DISCUSSIONS

1. WiCS 20th Anniversary
  - a. Have subteams made for planning
  - b. Looking into details, such as the venue, etc.
2. Networking Night 2024
  - a. Katie will check in with WiE if there is more to help out with
  - b. Looking to book the SUB ballroom
  - c. Likely to be first week of February 2024
3. Event attendees
  - a. Most events are open to only WiCS members

- b. If non-WiCS members show up, we will make a decision depending on the situation (e.g. # of seats)
- c. Ideas:
  - i. +1s are okay for social events, but for more technical events that are meant to provide opportunities for our members (e.g. networking night), it should be exclusive to WiCS members?
  - ii. Difficult to track +1s
  - iii. Don't explicitly say +1s are allowed; only let people know that it's ok if they ask?
  - iv. Will likely get enough WiCS attendees; no need to open up to non-WiCS members to get more signups?
  - v. Need to set clear criteria for attendees prior to the event, so that we know what action to take
- d. Specifically for the Know Your Industry event:
  - i. Too late to limit it to WiCS members (women or nonbinary)?
  - ii. Will go through registrations
  - iii. Need to update Katie about our decision

#### 4. End of Semester Care Packages

- a. Bought all items for the packages
- b. Will make 30 packages
- c. Will give them out for a few days between Nov 27 - Dec 1 (~2 hrs per day)
- d. Jasmine will be available to give them out on campus

#### 5. CSDC November Meeting Update

- a. Harpreet & Denise attended and gave WiCS updates
- b. Ouldooz checked in with Lee about the long-term plan with our common room
  - i. Lee's response was quite vague; lots of uncertainty at the moment
  - ii. We may need to move to another room or not have a room after ~2 years
  - iii. Would be good to make meaningful use of our room in order to appeal that we do need a room
- c. Will also share WiCS updates at the next FAS meeting
  - i. Nov 20th 11am on Discord
  - ii. Free food 😊
  - iii. Need 1-2 WiCS representatives to attend

#### 6. Hoodies, Stickers

- a. Have 1 hoodie left for Archita
- b. Stickers (Mabel's design) have arrived!!
  - i. Have 50
  - ii. Now in the WiCS filing cabinet
  - iii. Use it for event promotions ("first 10 attendees get stickers!!") or giveaways

## MOTIONS

- 1. Motion \$40 for thank you gift cards for Try/Catch organizers
  - a. Motioned by Kaitlynn; Seconded by Mabel
  - b. Motion: passed

## OPEN FLOOR

1. WiCS exec social
  - a. Date/Time: Saturday Dec 16th 2pm
  - b. Location: SUB Kitchen
  - c. White elephant + baking cookies + games!
  - d. Voted to get white elephant gifts under \$5

## ACTION ITEMS

RACHEL	<ul style="list-style-type: none"><li>● Upload CAN-CWiC projects + other events on website</li><li>● Upload meeting minutes</li></ul>
MABEL	<ul style="list-style-type: none"><li>● Continue to update budget</li></ul>
MANTAJ	<ul style="list-style-type: none"><li>● Newsletter</li><li>● 20th anniversary</li></ul>
AYANA & SOPHIA	<ul style="list-style-type: none"><li>● Start planning for the end of semester social</li></ul>
KATIE & ARCHITA	<ul style="list-style-type: none"><li>● Finalize details for know your industry - update event attendee</li></ul>
KIMIA	<ul style="list-style-type: none"><li>● Brainstorm spring grad events</li></ul>
KAITLYNN	<ul style="list-style-type: none"><li>● Finalize Try/CATCH Details</li><li>● Check in on groups about meeting updates</li></ul>
GAHEE & JASMINE	<ul style="list-style-type: none"><li>● Promote know your industry</li><li>● lunch &amp; learn recap</li><li>● Jasmine - end of semester care packages</li></ul>

Meeting ADJOURNED at 8:57PM