



Women in Computing Science Nov 2023 General Meeting

Date: November 16th, 2023	Facilitators: Harpreet Dubb, Denise Siu
Location: Discord	Meeting Minutes: Rachel Seong

Meeting STARTED at 8:04PM

ATTENDEES

EXECUTIVES

Harpreet	Denise	Kaitlynn	Ayana
Rachel	Mantaj	Kimia	Mabel
sumo	Sophia		

MEMBERS

Shatavisha	mojo		
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MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
 - a. Meeting minutes uploaded
 - b. Will upload photos from Try/CATCH 2023 to the website
2. Treasurer - MABEL
 - a. Reimbursed Kaitlynn for last minute Try/Catch expenses
3. Communications Coordinator - MANTAJ
 - a. Newsletter will go out
 - i. Included 'Know Your Industry' event promo
4. Event Coordinator - AYANA & SOPHIA
 - a. Gingerbread decorating
 - i. Date/Time: Thursday Nov 23rd 4-6PM
 - ii. Location: TASC 9204

- iii. Will buy 8 small gingerbread making kits; attendees can make them in groups (of 3?)
 - 1. ~\$12 per kit; very expensive
 - 2. Would be ideal to have 10 kits
 - 3. Could buy additional cookie kits from Walmart?
 - a. cheaper and more goods to work with
 - 4. Could bring over budget from Spring 2024 socials budget
- iv. Will get hot chocolate from Tim Hortons

5. Technical Coordinator - KATIE & ARCHITA

- a. Know Your Industry panel event
 - i. Orbis: 6 people have confirmed attendance
 - ii. Amazon: 2 people have confirmed; 5 likely to make it
 - iii. Katie will make the ppt for the event
 - iv. Will have refreshments; may also get food
 - v. High # of signups (38)
 - 1. will waitlist non-WiCS members & men
- b. Collab with Google Developer student club
 - i. For Spring 2024
 - ii. Workshop series + 1 week of hackathon

6. Grad Coordinator - KIMIA

- a. Grad coffee chat
 - i. Planning one for early December
 - ii. Reached out to a WiCS alumni to join; no response yet
 - iii. No remaining budget for grad events
 - 1. Could use some of the extra \$500 WiCS saved from other events?
 - 2. WiCS has budget for events involving WiCS alumni
 - a. could make the event an alumni chat and use this budget instead

7. Mentorship Program Coordinator - KAITLYNN

- a. Try/catch
 - i. Finished editing event photos + shared the photo drive in the Try/CATCH discord channel
 - ii. Sent out gift cards to Try/Catch organizers
 - iii. Done with all Try/catch to-do items!!
- b. Will follow up with mentorship program groups to make sure groups are organizing meetups

8. Social Media Coordinators - GAHEE & JASMINE

- a. Will post promos for upcoming events

 UPCOMING EVENTS

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

November 23rd	Gingerbread making winter social
Jan 30 or 31, 2024	Networking Night
February 23, 2023	20th Anniversary

DISCUSSIONS

1. WiCS 20th Anniversary
 - a. Weekly meetings @ Thursdays 7PM (soon to be biweekly)
 - b. Continuing to meet with FAS and CS to discuss event details & budget
 - c. Will book TASC or SUB ballroom, depending on budget
 - d. Planning is going well

2. Networking Night 2024
 - a. Meetings @ Wednesdays 8PM (soon to be biweekly)
 - b. Submitted request to SUB to book the ballroom for either Jan30 or 31
 - c. Have solidified sub teams; sub teams have started working on their areas
 - d. Planning is going well

3. Women in STEM event
 - a. Considering an event on international women's day
 - b. Will have a planning meeting
 - i. If interested, fill out this when2meet: <https://lettucemeet.com/l/JDenY>

4. GDSC Collab Hackathon
 - a. Semester long workshop series + 1 week of hackathon in Spring 2024
 - b. WiCS was thinking of a beginner friendly program; GDSC was envisioning a more intense program
 - i. Will continue discussion to find middle ground
 - c. May enforce "minimum x number of women on the team" to promote WiCS initiatives

5. Alumnae Chats
 - a. Purpose: event inviting alumni to chat with WiCS members
 - b. 1 event per semester
 - c. For Fall 2023:
 - i. Kimia will organize a Grad alumnae coffee chat
 - ii. See exec updates - grad coordinator
 - d. If anyone is interested in planning a future event or knows a cool alumni, reach out to Harpreet and Denise!

6. Event attendees
 - a. To ensure that WiCS can promote and support women* through the opportunities that we provide
 - b. For the 'Know your industry' event,
 - i. Will waitlist all non-WiCS members and men
 - c. For future events,

- i. Will continue to implement ways to prioritize WiCS members for events

7. End of Semester Care Packages

- a. Packages are ready!
- b. Jasmine will hand them out @ Burnaby campus on:
 - i. Tuesday 28th 1:30PM-3:30PM
 - ii. Wednesday 29th 12:30PM-2:30PM
 - iii. Thursday 30th 10:30PM-12:30PM

8. WiCS Merch

- a. Keychain materials were bought; will make more in Spring 2024
- b. Mabel's stickers have arrived!!
- c. Hoodies are all sold

MOTIONS

1. Motion \$250 for food @ Know Your Industry event
 - a. Motioned by Katie; Seconded by Mantaj
 - b. Motion: passed
2. Motion \$175 for Gingerbread decorating event
 - a. Motioned by Ayana; Seconded by Kaitlynn
 - b. Motion: passed

OPEN FLOOR

1. Last WiCS meeting for Fall 2023
 - a. Date: Nov 30th
 - b. Will be hybrid!
 - c. Common room + TASC cabinet cleaning earlier on in the day
 - i. Feel free to come by and help out!
2. Exec social
 - a. Date/Time: Dec 16th 2PM
 - b. Location: SUB kitchen
 - c. MARK YOUR CALENDARS!
 - d. Bring white elephant gifts under \$5!
3. Event coordinators contacted about a technical workshops series that is in plan for next year
 - a. The person planning the event is collaborating with other people in CSSS, but not representing a club
 - b. Wanted to collaborate with WiCS; not sure what this would look like
 - c. WiCS would not prefer to collab with single people; will only collab with clubs
 - i. Would only be open to helping promote the event
 - d. Will send over contact to the technical coordinators

ACTION ITEMS

RACHEL	<ul style="list-style-type: none"> ● Upload meeting minutes ● Add recaps to website
MABEL	<ul style="list-style-type: none"> ● Reimbursements ● Update the display case
MANTAJ	<ul style="list-style-type: none"> ● Newsletter - Orbis x Amazon Panel and Resume Review, gingerbread social, external opportunities ● 20th Anniversary planning
AYANA & SOPHIA	<ul style="list-style-type: none"> ● Plan details for gingerbread social
KATIE & ARCHITA	<ul style="list-style-type: none"> ● Orbis x Amazon Panel and Resume Review planning ● Coordinate with GSDC for Hackathon event planning ● Katie - Networking Night planning
KIMIA	<ul style="list-style-type: none"> ● Grad Alumnae Chat event planning
KAITLYNN	<ul style="list-style-type: none"> ● Follow up with groups about meetings ● Deliver Try/CATCH cheque to School of CS
GAHEE & JASMINE	<ul style="list-style-type: none"> ● Posters <ul style="list-style-type: none"> ○ Gingerbread social ○ Alumnae chat/Grad event? ● Recap <ul style="list-style-type: none"> ○ Orbis x Amazon Panel and Resume Review ○ Gingerbread social ○ Try/CATCH ● Jasmine - end of semester care packages <ul style="list-style-type: none"> ○ Advertise on stories and discord

Meeting ADJOURNED at 8:53PM