Women in Computing Science (WiCS)
August 2023 General Meeting

Date: August 7, 2023	**Facilitators**: Harpreet Dubb, Denise Siu
Location: Zoom	**Meeting Minutes**: Rachel Seong

Meeting STARTED at 7:36PM

ATTENDEES

EXECUTIVES

Harpreet	Denise	Mabel	Gahee
Rachel	Ayana	Kaitlynn	Sophia

MEMBERS

sumo			

MEETING AGENDA

EXECUTIVE UPDATES

1. **Secretary - RACHEL**
   a. Meeting minutes uploaded
   b. Will post photos from Q&A event w/ Sana, Grad panel event to the website
   c. Will make changes to the meeting minutes template along with the new wics logo

2. **Treasurer - MABEL**
   a. Received funding from CSSS
   b. Took care of funds regarding the Barbie event (x WiE)

3. **Communications Coordinator - MANTAJ**
   a. Last newsletter for the summer term going out this Wednesday

      i.   Next newsletter: first week of the fall semester
- b. Meeting with Women in Math this Thursday at 6 PM with me and our event coordinators
- c. sent out solo email for the mentorship program mentor signups
  - i. Will send another one as a reminder closer to the deadline for signups

4. **Event Coordinator - AYANA & SOPHIA**
   a. FROSH Lunch
      - i. Location & food: TBD
      - ii. Ice breaker in the beginning

5. **Technical Coordinator - KATIE & ARCHITA**
   a. Brainstorming fall workshops
      - i. cybersecurity workshop
      - ii. another resume review workshop with an industry professional
   b. will start planning the SAP event

6. **Grad Coordinator - KIMIA**
   a. Grad panel event
      - i. Good number of show-ups!; 10-12

7. **Mentorship Program Coordinator - KAITLYNN**
   a. Working on mentee applications
   b. Planning the mentorship program welcome event in the Fall
      - i. Date: Sept? 22nd
      - ii. Location: TASC, SUB, or ASB?

8. **Social Media Coordinators - GAHEE & JASMINE**
   a. Hoodie: 📗 Estimated Cost Breakdown
      - i. Votes
        1. Most voted color: lavender
        2. ~60 votes; not sure if all of them will buy hoodies
      - ii. Cost: $56 per hoodie
        1. If > 25 hoodies, cost can be reduced
        2. Should it sell at $60? Extra funds could be used towards try/catch
      - iii. Pre-orders
        1. August - 2nd week of the Fall term
        2. Would be nice to share size info
      - iv. Payment

1. e-transfer
    b. Will post a mentorship program mentor application deadline reminder

UPCOMING EVENTS & INITIATIVES

Date	Event
	NO MORE EVENTS REMAINING IN THE SUMMER TERM

DISCUSSIONS

1. Panel Discussion Recap
    a. Event leader not present

2. Q&A with Sana Recap
    a. Event leader not present

3. Try/CATCH Updates
    a. Got the website login to work!
    b. Short on sponsorships

4. Logo changes
    a. Logo updated on social media

5. Merch
    a. Hoodies: See exec updates - social media coordinator

MOTIONS

1.

OPEN FLOOR

1. A gathering of GHC attendees + previous attendees prior to the event?
    a. Most previous attendees are alumnus; could be a hybrid event

2. Volunteers needed:
    a. FROSH WiCS info session
        i. Date/Time: FROSH week thursday 9:30-11:30 am (~15 min session)
        ii. Anyone interested in speaking?

               1. Denise is available
      b. Welcome day talk (5 mins)
      c. Clubs day
          i. Date: Sep 13-14

3. Execs social
      a. Sep 1st Friday 3pm
      b. Let Harpreet & Denise know if you have event ideas!

4. Upcoming meetings
      a. Aug 28th
      b. Following meetings will be on a different day; will send out when2meet

ACTION ITEMS

RACHEL	• Continue to update website • Update meeting minutes design for Fall
MABEL	• Work on distributing the Fall + Spring funding
MANTAJ	• Work on new newsletter format for Fall • Decide on a new newsletter release date for Fall • Women in Math meeting
AYANA & SOPHIA	• FROSH Lunch planning, send details to marketing • Women in Math meeting • Brainstorm Fall events
KATIE & ARCHITA	• Email SAP • Cybersecurity workshop planning, send details to marketing • (Archita) Send Sana's Q&A photos to marketing + thank you email
KIMIA	• Brainstorm Fall events • Send grad panel event photos to marketing
KAITLYNN	• Organize the mentorship social
GAHEE & JASMINE	• Continue working on hoodies • Post event recaps • Continue promoting mentorship

Meeting ADJOURNED at 8:08PM