



Women in Computing Science Sept 2023 General Meeting

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| Date: September 14th, 2023 | Facilitators: Harpreet Dubb, Denise Siu |
| Location: Discord | Meeting Minutes: Rachel Seong |

Meeting STARTED at 8:06PM

ATTENDEES

EXECUTIVES

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|----------|--------|----------|--------|
| Harpreet | Denise | Kaitlynn | Mantaj |
| Rachel | Gahee | Archita | Ayana |
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MEMBERS

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| Stephanie | | | |
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MEETING AGENDA

EXECUTIVE UPDATES

1. Secretary - RACHEL
 - a. Meeting minutes uploaded
 - b. Wics email added to the website
2. Treasurer - MABEL
 - a. Will make reimbursements once event receipts are sent over (e.g. sushi)
3. Communications Coordinator - MANTAJ
 - a. CS 50th anniversary event
 - i. Mantaj & Gahee attending
 - b. Send out solo emails for: mentee application signup, wics hoodies
4. Event Coordinator - AYANA & SOPHIA
 - a. WiCS FROSH Lunch
 - i. Date: Sep 15th 10AM-12:30PM

- ii. Location: ASB 9703, SFU Burnaby Campus
- iii. 36 signups
- iv. 3 sushi trays
 - 1. May not be enough food; adding 2 more trays
- v. Will send out an event reminder

5. Technical Coordinator - KATIE & ARCHITA

- a. Cybersecurity workshop
 - i. Date & Location: TBD; end of september
 - ii. in -person
 - iii. Led by Katie 😊
 - iv. In contact with a cybersecurity professional
- b. Office tours
 - i. Discussing with a couple companies
- c. Workshop series
 - i. Over a couple months
 - ii. Topic: possibly web dev

6. Grad Coordinator - KIMIA

- a. Haven't gotten any response from UBC WICS regarding a collab suggestion
- b. Reached out to WiE for a collab event
 - i. WiE showed interest
 - ii. Expected date: end of September - early October
 - iii. Considering an event off campus

7. Mentorship Program Coordinator - KAITLYNN

- a. Mentee signups
 - i. 32 -> 62!!
 - 1. 40 undergrad; 22 grad students
 - 2. Most new signups were grad students
 - a. Limited spots for grad mentees b/c not many grad mentors signed up
 - 3. Currently have a waitlist
 - ii. Will send out confirmation emails once groups are decided
- b. Mentorship program kickoff event
 - i. Date & Time: Sep 22nd 5:30-7:30PM
 - ii. Location: ASB 9703
 - iii. 1st session: Panel session; 2nd session: mingle
 - iv. Recruiting panelists; need 1 more
 - v. Registration link will be on the mentorship program confirmation email
 - 1. To limit signups to only mentorship program participants
- c. Created guidelines for the mentors
 - i. Will send them out when the mentorship groups are finalized

8. Social Media Coordinators - GAHEE & JASMINE

- a. Wics hoodies
 - i. 12 sold so far (pre-order)
 - ii. Pre-order deadline: Sep 20th (will not extending deadline)
 - iii. Will still purchase 25
 - 1. Could use hoodies for other purposes
 - iv. Some responses that the hoodies are too expensive 😞
 - 1. Not much we can do

☀️ UPCOMING EVENTS

| Date | Event |
|----------------|-----------------------------|
| September 14th | Try/CATCH Registration Open |
| September 15th | Icebreaker + Welcome Lunch |
| September 16th | Mentee application Deadline |
| September 20th | Hoodie pre-order deadline |
| September 22th | Mentorship Social |
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☀️ DISCUSSIONS

1. Clubs Day Recap
 - a. Lots of show ups! Went well
 - b. Will get a new banner with the new wics logo
 - i. Gahee MAY design it
 - c. Ran out of keychains; will make more with the new logo
2. FROSH Week updates
 - a. WiCS Frosh lunch
 - i. See exec updates - event coordinator
 - b. WiCS info session
 - i. Went well but had no women :/
3. Burnaby + Surrey Mentor Lunch planning
 - a. Great opportunity for non-execs to participate in event planning!!
 - b. Organizer duties
 - i. Reach out to a female prof
 - ii. Set up signup form
 - iii. Select 4 applicants
 - iv. Make reservation

- v. Moderate & host the event
- c. Potential event organizers: Stephanie?

4. Try/CATCH 2023

- a. Registration released today (9/14)
- b. Will start promotions
- c. Meetings: Wednesday 9pm?

5. Hoodies + Swag

- a. No updates this week

6. Display Case

- a. Will put up WiCS exec photos
 - i. Photos still needed!!!: Kaitlynn, Jasmine, Kimia
 - 1. Come @ 9/15 2PM


7. FAS meetings

- a. Date & Time: Sep 20th Wed 9:30 AM
- b. Location: In-person @ SFU Burnaby
- c. 1hr long meeting
- d. Free food!
- e. Will be monthly; location alternate between SFU Burnaby and Surrey
- f. Anyone able to attend?

8. FAS women groups meeting

- a. Date: TBD; will announce once finalized

9. Common Space Courtyard Garden

- a.  Plants for the Garden

MOTIONS

1. Motion for \$205 for 2 additional sushi trays for the WiCS FROSH Lunch
 - a. Motioned by Ayana; Seconded by Gahee
 - b. Motion: passed
2. Motion for \$200 for the mentorship kickoff event
 - a. Motioned by Kaitlynn; Seconded by Mantaj
 - b. Motion: passed

OPEN FLOOR

1. Next exec social
 - a. likely on a Saturday b/c many execs are on co-op

2. WiCS office hours
 - a. For 30 min after every general meeting
 - b. For any private conversations or discussions with Harpreet & Denise
3. sumo may be less responsive b/c of her upcoming surgery
 - a. Can CC Renee if sending sumo an email; may get a faster response
 - b. Will make sumo a card! <3
4. WiCS T-shirts for the exec team?
5. WiCS @ SFU Surrey
 - a. No WICS presence @ Surrey
 - b. Should do more events there
 - c. Collab with SSSS?

ACTION ITEMS

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|-----------------|---|
| RACHEL | <ul style="list-style-type: none"> ● Upload minutes ● Continue updating website |
| MABEL | <ul style="list-style-type: none"> ● Work on stickers <ul style="list-style-type: none"> ○ Top 5 designs for Sept 19th, final designs for Sept 28th ● Assemble WiCS board things ● Reimbursements for FROSH sushi social, tracking for mentorship social |
| MANTAJ | <ul style="list-style-type: none"> ● Newsletter - tell first years to join the discord! ● Send social email to mentors + mentees ● Email non-execs that filled out form but didn't pay for hoodies ● One final push for hoodies |
| AYANA & SOPHIA | <ul style="list-style-type: none"> ● Decide on date, time, location for ice skating ● Brainstorm Surrey campus events |
| KATIE & ARCHITA | <ul style="list-style-type: none"> ● Decide on date for cybersecurity event ● Email companies + finalize a company collab event ● Start planning out the workshop series details |
| KIMIA | <ul style="list-style-type: none"> ● Finalize collaborations with WiE and decide on a date ● Think about planning a WiCS grad social |
| KAITLYNN | <ul style="list-style-type: none"> ● Mentorship social preparations ● Send out groupings |
| GAHEE & JASMINE | <ul style="list-style-type: none"> ● Post FROSH sushi photos recap post ● Final push for hoodies a 1-2 days before deadline ● Mentorship social poster ● Try/CATCH promotions |

Meeting ADJOURNED at 9:02PM