



Women in Computing Science Jan 2024 General Meeting

Date: January 17, 2024	Facilitators: Harpreet Dubb, Denise Siu
Location: Discord	Meeting Minutes: Rachel Seong

Meeting STARTED at 7:03PM

ATTENDEES

EXECUTIVES

Denise	Harpreet	Mantaj	Kaitlynn
Ayana	Kimia	Rachel	Gahee
sumo	Sophia	Archita	

MEMBERS

Isabelle			
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MEETING AGENDA

EXECUTIVE UPDATES

1. Secretary - RACHEL
 - a. Meeting minutes uploaded
 - b. Added signup link for charm making social, GDSC hackathon to the website
2. Treasurer - MABEL
 - a. No updates
3. Communications Coordinator - MANTAJ
 - a. First Newsletter went out on Monday
 - b. Will send out solo email for charm making social tomorrow
4. Event Coordinator - AYANA & SOPHIA
 - a. Clay charm making event
 - i. Date/Time: Monday Jan 22nd 2:00-4:30PM
 - ii. Already bought clay

- iii. Will get chips & granola bars + drinks
 - 1. Could use 9 juice boxes left from clubs day

5. Technical Coordinator - KATIE & ARCHITA

- a. GDSC semester long hackathon
 - i. Timeline
 - 1. Jan 23 - participant applications due
 - 2. Jan 26 - mentor applications due
 - 3. Jan 26 - teams decided
 - 4. Feb 1 - mar 10 - workshops
 - 5. First week of Apr - project showcase
 - ii. Signup forms are out
 - 1. 12 participant applications so far (cap @ 16); no mentor applications yet
 - iii. Having weekly meeting with GDSC
 - 1. Meeting minutes: [GDSC x WiCS Meeting Doc](#)
 - iv. Only expenses will be for refreshments at workshops
 - 1. Will split 50/50 with GDSC
- b. Orbis Investments Office tour
 - i. Jan 25th
 - ii. 15 responses so far; max is 15
 - 1. Will put 3-4 people on the waitlist
 - iii. Would be good to start reaching out to people soon + ask for confirmation
- c. Borealis AI
 - i. Interested in hosting an office tour in March

6. Grad Coordinator - KIMIA

- a. Alumni coffee chat
 - i. Couldn't recruit the alumni in mind
 - ii. Date not finalized yet
 - iii. Event now on hold
- b. UBC Grad WiCS x SFU Grad WiCS collab
 - i. Will start planning

7. Mentorship Program Coordinator - KAITLYNN

- a. No updates

8. Social Media Coordinators - GAHEE & JASMINE

- a. Made posters for all upcoming events & continuing to post promos
- b. Brainstorming for IWD post

 UPCOMING EVENTS

Date	Event
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January 22, 2024	Clay Charm Making Social
January 24, 2024	Orbis Office Tour
January 30, 2024	Networking Night
February 16, 2024	20th Anniversary
March 8th, 2024	Women in STEM IWD
March 15, 2024	FAS Formal
ONGOING	GDSC x WiCS Hack The Sem

DISCUSSIONS

1. Networking Night 2024
 - a. Planning team is pretty big this year so may have enough staff for the day of
 - i. May still take some volunteers just in case
2. WiCS 20th Anniversary
 - a. Ordering Mabel's stickers and WiCS lanyards to give out
 - b. Will recruit volunteers (for day of) next week
3. Clubs Day Recap
 - a. Kaitlynn & Denise were present at the table
 - b. Was at Saywell hall; not the best location
 - c. Had the whole table to ourselves (X share with CSSS)
 - d. People were interested in Mabel's stickers!!
4. Lunch & Learn
 - a. Burnaby
 - i. Visha is planning
 - ii. Faculty - Parmit Chilana
 - iii. Feb-Mar
 - b. Surrey
 - i. 2 non-exec volunteers interested in leading
 - ii. Denise will help them with planning
5. FAS Formal
 - a. Date: Friday Mar 15th
 - b. Location: Anvil Centre
 - c. Theme: Under the Sea
 - d. 220 tickets total; \$40 each
 - e. SFSS grants will cover a big portion of the funding; rest will be covered by DSU groups
 - i. WiCS will contribute \$250

- f. Ticket sales
 - i. Kaitlynn will sell 10 tickets total on behalf of WiCS
 - ii. In-person booth + Discord sales
 - iii. Payment: cash or e-transfer?
 - iv. Will track sales on the master google form
 - v. Last year actions for reference
 - 1. we gave out \$10 subsidies for ticket for the first 10 people to register
 - 2. Invited Ouldooz (paid for her ticket) to sit at the WiCS Table
 - vi. Promotions will start going out Jan 23rd/24th

Announcements

- 1. CSDC Meeting - Jan 30th at 11am
 - a. Harpreet and/or Denise will attend
- 2. CSSS Shared Common Space Storage
 - a. Decided to keep TASC cabinet
 - b. Will follow up with Lee about potentially losing our cabinet in the future

MOTIONS

- 1. Motion \$70 for Clay Charm making event
 - a. Motioned by Ayana; Seconded by Mantaj
 - b. Motion: passed

OPEN FLOOR

- 1. Email changes
 - a. SFU is activating new email protocols that disable auto-forwarding from sfu.ca email to external email accounts, including Gmail and Yahoo. These changes are in response to new industry regulations to combat spam and phishing. After **February 1**, you must [access your SFU email directly](#) using your Computing ID and password. For more information, contact [IT ServiceHub](#) for support.
 - i. Summary: cannot forward emails to recipients outside of SFU email system
 - b. Alumni emails on the WiCS emailing list will not be reached anymore
 - i. Let them know before Feb 1
 - ii. How else will we keep in contact with alumni?
 - 1. 2nd Discord may be too hard to maintain
 - 2. LinkedIn group
 - a. Alumni are more likely to be active on LinkedIn
 - b. Send an email with invitation link to this LinkedIn group to all alumni emails
 - c. Will continue to discuss solutions
- 2. If anyone is interested in facilitating some general meetings, let Harpreet and Denise know!

ACTION ITEMS

RACHEL	<ul style="list-style-type: none"> ● Upload minutes ● Update website
MABEL	<ul style="list-style-type: none"> ● Keep up with budget ● Reimburse for clay charm event, any last semester purchases
MANTAJ	<ul style="list-style-type: none"> ● Send out newsletter ● Continue checking email correspondences ● 20th Anniversary
AYANA & SOPHIA	<ul style="list-style-type: none"> ● Plan out final details for clay charms event & run event <ul style="list-style-type: none"> ○ Don't forget to take photos! ● Start brainstorming next social event
KATIE & ARCHITA	<ul style="list-style-type: none"> ● Continue coordinating with GDSC for hack the sem ● Send email confirmations and details for Orbis office tour ● Future - follow up with Borealis AI, Schneider Electric ● Katie - Networking Night
KIMIA	<ul style="list-style-type: none"> ● Finalize details for first grad event of the semester ● Find alumni for alumni chat ● Reach out to UBC WiCS for collab
KAITLYNN	<ul style="list-style-type: none"> ● Continue running mentorship program ● Continue reimbursements ● FAS Formal ticket selling
GAHEE & JASMINE	<ul style="list-style-type: none"> ● Orbis reminders ● Clay Charm Making (Instagram post) + reminders ● Networking Night (see schedule in #marketing and coordinate with planning committee)

Meeting ADJOURNED at 8:04PM