



Women in Computing Science Jan 2024 General Meeting

Date: January 24, 2024	Facilitators: Harpreet Dubb, Denise Siu
Location: Discord/Hybrid	Meeting Minutes: Rachel Seong

Meeting STARTED at 7:04PM

ATTENDEES

EXECUTIVES

Kaitlynn	Gahee	Sophia	Harpreet
Denise	Mabel	Rachel	Mantaj
Archita			

MEMBERS

sumo	Isabelle	Emily	Avni
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MEETING AGENDA

☀ EXECUTIVE UPDATES

1. Secretary - RACHEL
 - a. Meeting minutes uploaded
2. Treasurer - MABEL
 - a. Uploaded November and onwards bank statements to the WiCS drive
 - b. Will share WiCS spring term budget
 - c. Have made all reimbursements
3. Communications Coordinator - MANTAJ
 - a. Newsletter sent out
 - b. WiCS 20th anniversary planning is going well
4. Event Coordinator - AYANA & SOPHIA
 - a. Clay Charm making event
 - i. New date: Wed Jan 31st 2:30-4:30pm

- ii. Have bought all food and supplies
- b. Bubble tea social
 - i. Brainstorming stage
 - ii. Will be in February
- c. Will plan a bigger social for March
 - i. Plan event to be on a different week from currently scheduled March events

5. Technical Coordinator - KATIE & ARCHITA

- a. Orbis Investments office tour
 - i. Tomorrow Jan 25th
 - ii. 12/15 attendee confirmations
 - iii. Will send out a reminder email tonight
- b. Schneider Electric
 - i. Will have a meeting with them next week to discuss collaborations
- c. GDSC x WiCS semester-long hackathon
 - i. Had 50+ participant signups
 - 1. All signups can attend workshops
 - 2. Only 16 people (4 x 4 ppl teams) will participate in the hackathon
 - ii. Teams will consist of at least 2 WiCS members + 2 non-WiCS members
 - iii. 4 mentor signups; all of them will be mentors
 - iv. Have booked rooms for all workshops (4), open to everyone
 - v. Expected expenses (will be split 50/50 with GDSC)
 - 1. \$100 (4 x \$25 mentor gift cards)
 - 2. \$160 for refreshments
 - 3. \$100 for presentation day-of
 - vi. Virtual check-ins
 - 1. Launch day/ introduction
 - 2. 1st check in - projects start
 - 3. Midpoint check in
 - 4. Pre-demo check in
 - 5. Demo day
 - vii. Promotions for workshops & demo day would be helpful
 - 1. Will share dates with social media coordinators

6. Grad Coordinator - KIMIA

- a. Grad alumni coffee chat
 - i. Mon Feb 5th 7pm
 - ii. Have recruited alumni for the event
 - iii. Will share more details and a signup form soon

7. Mentorship Program Coordinator - KAITLYNN

- a. Mentorship group engagement/activity level is looking good
- b. No group meet-ups yet but expecting some towards the end of the month
- c. May plan a mentorship program social towards the end of the semester

8. Social Media Coordinators - GAHEE & JASMINE

- a. Will post grad alumni coffee chat promo, orbis office tour recap
- b. Will make an announcement about the new date for the clay charm event

 UPCOMING EVENTS

Date	Event
January 25, 2024	Orbis Office Tour
January 30, 2024	Networking Night
Jan 31, 2024	Clay Charm Making Social
February 5, 2024	Grad Alumni event
February 14, 2024	FAS Hot Chocolate Social + Painting Valentines event
February 23, 2024	20th Anniversary
March 8th, 2024	Women in STEM IWD
March 15, 2024	FAS Formal
ONGOING	GDSC x WiCS Hack The Sea

 DISCUSSIONS

1. Networking Night 2024

- a. Tuesday Jan 30th 6-9pm
- b. Lots of registrations!!
- c. Planning is going well

2. WiCS 20th Anniversary

- a. Will start selling tickets (\$5) to students on Feb 2nd
 - i. Only 20 student tickets are available! (may be fewer if more alumni want tickets)
- b. Need more student spotlight volunteers!
 - i. Currently have 2

3. IWD Women in STEM

- a. Had a meeting this Tuesday (1/23)
- b. Food: pizza
- c. Activities: Trivia, painting, bracelet making, photo booth, ice breaker game, presentation, etc.
- d. Expecting ~80 people
- e. Would need 3 volunteers to help out

f. Mantaj will help polish presentation slides

4. Lunch & Learn (Mentor Lunch)

- a. Burnaby
 - i. Visha is hosting
 - ii. Faculty: Parmit Chilana
 - iii. Potential dates: Mar 11, 13, 14, or 18
- b. Surrey
 - i. Will also be in March


5. FAS Formal

- a. Released signup form earlier today
- b. 10 Tickets sold by WiCS are sold out
- c. Will send out email to notify first 10 signups about the \$10 ticket subsidy that they will receive
 - i. Sitting at WiCS table is not a hard requirement
- d. Could budget for 20 tickets next year; sold out fast

6. Email changes

- a. Made a request for a campaigner account; waiting for a response
 - i. Will use CS communications campaigner for any future requests
- b. Created a WiCS LinkedIn group to keep connections with WiCS alumnae
 - i. All execs are already invited
 - ii. Should also regularly share content beyond sponsorship requests so that the group focus is on fostering relationships
- c. Maillist breakdown - 1840 total, 777 lightweight, 986 current students
- d. Alumni email going out for WiCS 20th anniversary will also include the linkedin link
- e. sumo is drafting an email to send to the lightweight accounts
 - i. Will include maillist update, private linkedin group and discord
 - ii. Will share the email draft in a Discord thread

Announcements

- 1. CSDC Meeting - Jan 30th at 11am
 - a.  Jan 2024 CSDC WiCS Updates
- 2. FAS SAU Meeting - Jan 25 @12:30pm
- 3. CSSS Shared Common Space Storage
 - a. Waiting on response from Lee

MOTIONS

- 1. Motion \$350 for FAS formal
 - a. Motioned by Kaitlynn; Seconded by Mabel
 - b. Motion: passed
- 2. Motion \$600 for Networking Night

- a. Motioned by Mantaj; Seconded by Gahee
 - i. Motion: passed

OPEN FLOOR

1. SSSS Girlies event
 - a. Late March
 - b. Would WiCS want to collaborate and make this the Surrey WiCS event for the term?
 - i. Event coordinators will figure out budget allocation among social events for this term and see if there is budget available for this collab
2. Add your events to the WiCS google calendar ASAP!
 - a. Lots of events coming up, so a general idea of event dates would help schedule events

ACTION ITEMS

RACHEL	<ul style="list-style-type: none"> ● Upload minutes ● Update website
MABEL	<ul style="list-style-type: none"> ● Continue updating budget ● Transfer CSSS \$100 for FAS Formal
MANTAJ	<ul style="list-style-type: none"> ● IWD slides ● Send newsletter ● Run 20th!
AYANA & SOPHIA	<ul style="list-style-type: none"> ● Plan out budget for the rest of the semester <ul style="list-style-type: none"> ○ Take into account IWD (\$125-150) and Surrey Girlies event ● Finalize clay charm social ● Plan for february and march social
KATIE & ARCHITA	<ul style="list-style-type: none"> ● Run orbis event <ul style="list-style-type: none"> ○ Send reminder email ○ Take photos! ● Keep coordinating the Hack the Sea ● Updates on schneider electric collab ● Mid feb - reconnect with borealis AI
KIMIA	<ul style="list-style-type: none"> ● Run alumni chat ● Plan for next grad event
KAITLYNN	<ul style="list-style-type: none"> ● Keep mentorship groups active ● FAS formal ticket sales
GAHEE & JASMINE	<ul style="list-style-type: none"> ● Continue networking night promotions ● Feb 2 - 20th promotions

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| | <ul style="list-style-type: none">● Grad alum chat promotion (happening on feb 5th)● Updates for charm making (rescheduled to jan 31)<ul style="list-style-type: none">○ Discord and IG story post about reschedule● Orbis recap● Gahee - get more information about Surrey collab event |
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Meeting ADJOURNED at 7:57PM