IEEE Agenda

Expected Date of Meeting : *September 22nd 2pm*

Expected Duration: 90min

Meeting Number:

Agenda

1. **Introductions**
2. **Elections**
    a. **Secretary**
    b. **Commissioner of WIE Design**
    c. **Commissioner of Translation**
3. **Updates**
    a. **SPAC**
4. **Budget Discussion**
5. **Varia**

Minutes

2. Elections (in camera, results only):

a. Sean
b. Michelle
c. No applicants

Motion to ratify candidates (proposed by Robert, seconded by Scott):

> *Passes unanimously*

Motion for a 3-minute recess to get Sean set up (proposed by Robert, seconded by Mahyar):

> *Passes unanimously*

Recess ended at 3:34PM

3. Updates

Ali: SPAC positions can be applied for until midnight tonight. Anyone interested is requested to message Ali. Interviews are online and will be held this week and the week after.

4. Budget Discussion:

Robert:

> We intend to superbus through less controversial points to save time. We will go line-by-line, top down; if and only if three or more wish to discuss a point more we will stop to do so.

This discussion concerns [this](#) document and which points will be discussed is noted therein.

Robert discusses Rising Star:

> You do need to be an IEEE member to apply without spending extra thousands of dollars. We are hoping to send a delegation to Rising Star this year. Robert is one of 11 Rising Star ambassadors. We will be applying for just about every revenue stream we can in order to send at least four people to the conference in Las Vegas. The application involves an interview with Robert, Heemel, and Elise. The conference information is very technical and involves very high-level talks. It is not primarily pure student socialization; it is quite technical. Any IEEE member is eligible to apply.

Muffy explains Speaker Night Mixer:

> I was hoping to bring in industry professors to speak to students and have a nice social event afterward. May have overshot the budget.

Tae explains Subassociation Battle Royale:

> A 5-day event of fun events where students can win points for their subassociation.

Robert on why we flagged WIE Tech Panel:

> There are 2 sources of revenue: The SPAA budget is applicable to any professional talk; we also have the IEEE Ottawa section from which Carleton got $100. Funding from this could come for the overflow from wine and cheese funds separate to our budget -- the wine and cheese is a completely separate budget which could be approved before the budget is sent to ESS.

Muffy on Speaker Night Mixer:

> Get a few speakers from the industry in, answer students' questions, talk about how they got there, then we go out for a juice night. No funds go toward alcohol; funds are for food, and the budget was overshot. Much smaller than wine and cheese. The goal for the amount of attendees is 30-50 people. The food will be for speakers as well. Speakers will be gotten through connections Muffy has, including his boss. Speakers will include people like team leads, veteran programmers, directors: professionals, but not Heemel. We may ask for funding from organizations that will be included, such as the government agency of which Muffy's boss is a part. $150 will be good, since we are also interested in buying speakers gift baskets.

On Cookies and Cram:

Tony suggests we have a team building event where we bake cookies.

We will not be getting anybody to commit to spending the time of preparing cookies during finals season, but when the time comes, if we can provide cookies in that manner, the budget will just not be used.

IEEE Coding Challenge:

Amar says about $140 will be necessary to get sufficient pizza. Tae agrees, for the sake of tradition.

IEEE exec x Carleton collab:

Scott says we need to know what we're paying for before allocating $100. Tae suggests a cottage retreat.

Robert argues that we generally do not spend money for the exec that does not benefit our students.

Tae says to evolve and progress we need to get out and see more beyond uOttawa IEEE. The money for the IEEE exec will increase our ability to effectively support students.

Robert says a cottage rental does not benefit students.

Tae says the $100 is for food.

Tony says that if he were a normal student he would be pissed if we paid $100 to have ourselves a banger.

Amar says building better chemistry as an exec group allows us to achieve more as an exec group.

Madi says it's not a team banger so much as a team building event; Carleton always ends up with better events and we might be able to learn from them.

Sean suggests cheaper team building, such as volunteering to lower other costs.

Tony would not feel morally right paying the $100.

Tae and Madi say that it's really not a lot of money and we'll be paying the vast majority of costs ourselves.

Scott says we shouldn't expect anything back from this, a volunteer organization.

Madi says it would make a whole lot of difference regarding who could go if we can be helped out on the costs.

Scott asks if Carleton will match our funds. We should not pay for it alone.

Tae says that building bridges with Carleton is very beneficial.

Scott asks if we can move this to a later meeting to know better what we're discussing.

Robert responds that no, it has to be at the budget meeting.

Tae suggests a friendly amendment that we make the budget contingent on Carleton paying at least half.

Robert suggests we instead say that Carleton must pay entirely for themselves.

Motion to end discussion of point, to be separate from the superbus:

Passes unanimously

Trivia Nights:

Amount reduced to two: one per semester.

Volunteer appreciation:

Tae says attendees must have volunteered at least twice.

Scott asks what we're paying for; Tae says food (no alcohol).

Event Organizer Identification Materials:

Robert says this line includes discounts for execs buying merch that they are required to buy.

Tae suggests our merch include pins to be good for formal occasions.

Tony says that this line name is too ambiguous.

Madi suggests "Event Organizer Identification Materials". (friendly)

Robert says this line is spirited from merch no longer being optional this year.

Madi says this can specifically focus on a small identification item unrelated to pins.

Tony says he can laminate cards for, like, no money.

McNaughton Centre computer:

Scott explains we should get a new computer for students to use, that can efficiently run all required labs/software.

Madi says that we don't seem to have much demand for this.

Tony says this is a valuable asset but we can probably get a perfectly sufficient computer for more like $400, $500.

Heemel says we could update the oscilloscope, signal generator, some other things -- we should keep the line but change it to "Office Improvements" or the like to allow us to invest in these things with this money.

Scott says the current computer can barely run Android Studios and we need a heavier-duty computer to make sure all students are accounted for.

Scott agrees to rename to IEEE Canada Office Improvement Fund.

EngxTalk:

Roberts says with $500 we might be able to get actual food. We will apply to SPAA for revenue.

IEEE LinkedIn headshots:

Tony will volunteer instead of us paying somebody.

Robert says he's interested in somebody with experience, but it wasn't supposed to sound like a roast.

Old Merchandise:

Are we getting new merchanise? No, somebody needs to motion to put that into the budget.

On making such a motion:

Robert says maybe $1000-$1250 is reasonable.

Madi predicts a net zero cost.

Motion to add line of $1000 for ordering fresh merch (by Madi, seconded by Muffy):

Passes unanimously

Scott says if we sell all merch we currently have in stock we would gain $925 of revenue.

Robert puts this, his line, at an updated revenue of $100.

Patches:

Tony would like to up the budget to $200, and wishes for patches for all three disciplines.

Tae is a strong believer in Madi, in general. He and Madi believe patches will definitely sell.

Scott says we have 30 unsold patches. He agrees that they can sell if they're good. He worries that three will mean very limited runs per patch, and will increase costs.

Tony feels that patches will absolutely sell out; we can test the waters with small initial runs.

Tae says the ESS did not carry our patches last year; if they do this year we will be more successful.

Madi suggests we keep this budget and then can invest more if we are met with success.

Motion to end discussion:

Passes unanimously

Joint Branch Patch:

Robert explains we have interest from other branches such as Lakehead to collaborate on patches; each branch will buy their own patches from us once we manage the initial order.

Madi suggests it should be general to increase the number of interested students.

Motion to:

For: all but Tae

Abstaining: 1

Passes

Translation of Constitution:

The cost is based on a company that translates documents professionally, and submitting the word count of the constitution on their website gave this cost estimate.

Robert asks what we do when we change it.

English is our primary operating language.

Tony suggests that we look for methods within the University, to do this for cheaper.

Muffy says Liam Roche will translate it for pizza.

Madi says that it's best to be safe in case we do not have a satisfactory cheap translation.

Amar says that the estimate Madi got is a good deal.

Tae says that if our constitution is trash, so is our organization. This is very important to those who may read it in French.

Scott leaves. We presume that we still have sufficient numbers for quorum.

Robert suggests we begin to discuss the superbus.

Motion for a 2-minute break passes unanimously.

Robert notes $1203.40 deficit. We go through to point out places to make cuts. Food is considered a good focus for this.

Tae suggests bulk ordering coffee and tea so we don't need to buy any when we plan an event.

Resume Roast removed.

Tae clarifies the battle royale has other schools matching.

Tae suggests tutoring to raise money.

Robert responds that it would not be responsible to assume we have authority to tutor professionally.

Cookies and Cram is cut $50. Robert can get discounted cookies.

Tony suggests using contingency for translation, i.e. cutting translation. The law faculty supposedly does this.

The budget reaches ($383.40) which is above zero if we don't count contingency.

Women in Tech cut; it is agreed they probably have enough to manage.

Madi suggests we have Dog Therapy costs, which are a charitable donation, removed; students will donate.

Robert says that students donating is not usual.

Madi can bring her own dog if necessary.

Nobody knows what "Bank Fees" actually is, but Shannon put it there.

Modifications result in net gain of $16.60.

Motion for $100 line of IEEE Exec x Carleton team:

Yes: 8 (notably Tae)

No: 1 (notably Sean)

Abstain: 1 (notably Robert)

Passes

Motion for omnibus of rest of budget:

Passes unanimously

5. No varia

Motion to adjourn:

Yes: all but Tony

No: 1 (notably Tony)

Passes

Attendance:

Robert Conrad

Tony Kim

Amar

Aly

Hamza

Shriya

Tae

Eric

Muffy

Sanat

Alois

Scott

Madi

Alizeh

Heemel

Sean

Michelle

Alexis