IEEE Meeting Proposed Agenda

Expected Date of Meeting: October 5th, 2024, 11:00 AM

Expected Duration: 115 minutes

Location: STE 4026 / Online at https://meet.google.com/svv-odgh-sgy?authuser=2:

Agenda

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Meeting Rules
5. Administrative Motions
6. By-Election
7. Executive Updates
8. Motions
9. Discussion
10. Varia
11. Adjournment
12. Closing Remarks

IEEE Meeting Minutes
1. Call to Order (1 min)

The meeting was called to order at 11:07 AM

2. Land Acknowledgement - Reconnaissance des Terres (3 mins)

As we gather here today, we begin by paying our deepest respects to the Algonquin and Mohawk people, the original inhabitants and enduring stewards of the land on which we stand. This land, part of a region with a rich tapestry of Indigenous nations, remains unceded and unsurrendered, resonant with the pulse of millennia of Indigenous presence, culture, and guardianship. We recognize the Algonquin and Mohawk as the traditional guardians of this territory, a responsibility they have borne with reverence and resilience throughout the generations. Their ties to the land are ancient and enduring, woven into the fabric of their cultures and identities, a sacred connection that persists in the face of challenges and changes. We are reminded that our presence here is interconnected with the longstanding histories and rich cultures of Indigenous peoples who have cared for this land from time immemorial.

We acknowledge the traditional knowledge keepers, those who carry the wisdom of the ancestors, the stories of the land, and the teachings of the natural world. They are the custodians of an invaluable legacy that continues to guide and enrich our communities. Their wisdom, passed down through generations, remains a beacon that lights the way for sustainable coexistence with the land and with each other. We also honor the courageous leaders, those who have come before us, those who stand among us, and those who are yet to emerge. Their leadership, grounded in the principles of justice, sovereignty, and self-determination, paves the path for future generations. They stand as testament to the enduring spirit and resilience of Indigenous peoples, facing adversity with strength and unwavering resolve. Lastly, we recognize the youth, the emerging generation of Indigenous leaders and knowledge keepers, who carry forward the hopes and dreams of their ancestors. They embody the potential for a future that holds respect, recognition, and reconciliation at its core.

In our acknowledgment, we affirm our commitment to learning, to understanding more deeply the history and the living legacy of colonialism. We pledge to engage in dialogue, to listen with open hearts, and to forge relationships built on mutual respect and shared purpose. We invite those who are not on this land to reflect upon the territories they occupy, wherever they may be. Resources such as native-land.ca can offer guidance in identifying the Indigenous lands on which we live, work, and gather, encouraging an ongoing process of learning and recognition.

As we walk forward, may we do so with mindfulness of the past, attentiveness to the present, and unwavering commitment to a future where the rights and treaties of Indigenous peoples are upheld and honored. In the spirit of peace and friendship, we continue to seek ways to live and work on these lands in harmony with the people who have called this place home since the beginning.

For countless generations, the Algonquin and Mohawk peoples have maintained an unbroken bond with this territory, a relationship that has never been formally ceded or surrendered. Their resilience in the face of adversity and their profound understanding of the land's secrets are awe-inspiring. We look upon their stewardship with admiration and gratitude, recognizing that their ancient wisdom continues to enrich our collective journey on this shared earth.

It is our privilege to extend our deepest appreciation to the traditional knowledge keepers who, whether young or old, stand as the living repositories of wisdom. Their profound insights, teachings, and the continuity of ancient practices offer a profound insight into the intricate web of life that surrounds us. With profound humility, we embrace the lessons of the past and present, knowing that they guide us toward a more harmonious and sustainable future.

As we stand on this sacred ground, let us carry forward the lessons of the Algonquin and Mohawk nations, the collective wisdom of Indigenous peoples, and the aspirations of those who lead us into the future. Let this acknowledgment serve as a poignant reminder of our shared responsibility to honor the land, respect its custodians, and work collaboratively for a more inclusive, equitable, and sustainable world. For those who are not in Ottawa, please refer to https://native-land.ca.

3. Roll Call (2 mins)

Present - Présent.e.s

- Executives:
    - Aya
    - Ria
    - Jad
    - Manaal
    - Farah
    - Somana
    - Ayush
    - Fayza
    - Kevin
    - Freddy(online)
    - Quinn(online)
    - Eric
    - Sacha(late for a tim hortons sandwich)
    - Xavier(late)
    - Ming(online)
    - Akhil(late)
    - Madison(late)
    - Idika(late)
    - Josue(online and late)

4. Meeting Rules (2 mins)

Speaking Order
- Point of Privilege
  - Pinky finger raised / "P" in the chat
- Clarification / Point of Parliamentary Inquiry
  - "C"-shaped hand raised / "C" in the chat
- Reply to current discussion point
  - Two fingers raised / "2" in the chat
- New point of discussion regarding current motion/matter
  - Index finger raised / "1" in the chat

Requests and Inquiries
- Point of Privilege: request for immediate assistance, requesting to be temporarily excused from the meeting, unable to hear speaker
- Clarification: asking someone to repeat what they said, expand on an acronym, or provide a definition/context to what they are saying. Cannot be used to add new material.
- Point of Parliamentary Inquiry: asking the Chair for their opinion (not official ruling) on a matter of procedure.
- Circular discussion / "Calling to Question": Calling the current discussion circular calls on the Chair to assess the immediate relevance of current discussion. If found to be circular, the Chair may allow a "Call to Question" which requires ⅔ of executive support to pass. If the Call to Question passes, the motion immediately enters a vote.
  - Circular hand motion / "Circular" in the chat
  - "I would like to call to question the current motion"

Voting: Performed through raised hands, either in person or over the Google Meet, in the following order:
1. Those declaring Conflict of Interest (counted as Abstentions)
2. Those In Favor
3. Those Against
4. Those Abstaining

5. Administrative Motions (5 mins)

Title:	Adoption of the Agenda		
Mover:	Jad	**Seconder:**	Aya Debbagh
Language:	English		
BIRT	The agenda be adopted as presented.		
Result:	**Motion passes**		
Discussion:	Manaal: Motion to amend motions as follows: **WHEREAS** Hack the Hill requires secure storage for hardware used in workshops and for the sensor suite; **WHEREAS** the McNaughton Centre has available locked storage space suitable for this purpose; **WHEREAS** Hack the Hill has been granted access to this storage space under the condition that the organization assumes responsibility for the hardware; **WHEREAS** Hack the Hill must cover any costs incurred from hardware that is damaged beyond repair or missing during the period of its storage and use; **BE IT RESOLVED** that Hack the Hill hardware will be stored in locked storage within the McNaughton Centre and Hack the Hill will assume liability for any loss or damage to the hardware, covering costs of repairs or replacement as necessary.		

	Funding for WIE Study

Freddy

Seconder:

Maddy

English

WHEREAS the WIE Study event is scheduled to take place on Tuesday, October 8th, 2024;

WHEREAS funding for the event has been requested through the Engineering Endowment Fund (EEF);

WHEREAS the approval of EEF funding for the event is still pending;

WHEREAS the WIE team requires a contingency plan to ensure the availability of food for the event in the event that the EEF funding is not approved;

BE IT RESOLVED that the IEEE branch approve an expense of up to $225 for food at the WIE Study event, to be used if the EEF funding request is rejected.

Amendment is friendly

Motion passes unanimously |

Title:	Approval of Previous Meeting Minutes		
Mover:	Jad	**Seconder:**	Xavier
Language:	English		
BIRT:	The minutes of the previous meeting be approved, as presented: https://docs.google.com/document/d/19FiF-CKi45ltbrbhIn1IQyVpdD07wSLiNG3tr2Cgn4w/edit?usp=sharing

Motion passes unanimously | | |

Result:	**Motion passes**
Discussion:	

6. By Election (30 mins)

VP Academic
Samuel Li

VP Academic interview

Jad: start with a quick introduction

Samuel: grateful to be here, as I said last time, my student councilor presence in grade 11 and 12, and I have a lot of leadership experience throughout since then

Jad; what do you plan on doing going into this role

Samuel: I am going to organize two events, and while i've never organized an event on scale of university, I have organized smaller events which is a transferable skill, all 4 years of high school i've helped students with tools and th

Jad: how do you plan to boost IEEE reach

Samuel: I have been here only 3 weeks, but I would do a lot of digging and I would post more interactive stuff on social media

Jad: if you could have one office snack what would it be

Sam: beef jerky

discussion of interview

Jad: VP academic is fit for him

Akhil: I liked the bit about how students need to do more digging, we should generally be in student spaces

move into vote

Vote passes unanimously for Samuel Li

MDD Commissioner
Abby Wilson

Interview for Abby

Jad: introduce yourself

Abby: 1st year MDD, transfer student. From Barrie, loves football and engineering, art. Excited to be involved in the school community

Jad: what do you plan do going into this role

Abby: not many people know what MDD is, so not a lot of seats in this program, so extend a voice for this program, educate people and make changes if need be. Never been on a board, so I want to gain that experience while growing with responsibility

Jad: how do you plan to engage students on this newer program

Abby: we are all getting to know each other really quickly in this program, we've discussed community engagement and activities

Jad: 1 office snack what would it be

Abby: goldfish

discussion

Farah: I like the way she articulates herself especially for this small program

Eric: doing this in middle of midterms which is dedication

move into vote

All in favor vote passes unanimously

7.Executive Updates (40 mins)

- **Manaal - Chair**
  - SO MUCH SECTION DRAMA BRUV
  - Trying to escalate the ghosting situation with Dr. Sawsan bcz bfffrrrrrr
  - Helped with exec events
  - Submitting Annual Report for IEEE to section, due literally tonight
  - Submitting funding requests for IEEE section budget review, anyone want money for anything (encouraging that we apply for battle royale and wine and cheese, more collabing with CU, more money type of thing)

Manaal: In terms of our branch councilor, she seems to be running away so I have been trying to find out what's happening and there's a lot of things that need to be done like our updated constitution. Trying to get it sorted before SPAC. Also preparing an Annual report, annual report we all submit– all chapters are responsible for submitting this. Funding requests for the Ottawa section have also opened so if anyone wants to request this, let me know. Prioritize events that we work on collaboratively, the more we pull together the more likelihood of getting more Funding.

Eric: Earlier in the last meeting, you talked about advice from an IEEE councilor so could you bring that up.

Manaal: will get to that

Farah: When is the funding request due?
Manaal: tomorrow, found this out very recently

Quinn: We don't have EEF bag right?

Manaal: no, not yet

- **Jad - Vice-Chair**
  - Office hours (again), but they need to be finished (again) for the new execs
  - EEF review
  - Shitpost(delayed again for new execs) but the template are all ready
  - Headshot form for website and gave it to Sacha

- IEEE day marketing, made google sheets since there wasn't one, made morning discord announcements in ours and SITE. Form got over 125 responses in ONE day! Made stories for the event and guest speaker, as well as during the event. Amazing event, huge shoutout to everyone who helped, akhil for all your help getting stuff, and quinn for organizing it.
- Last minute rush for stickers and banner bs of Summer EEF situation, and HUGE shoutout to Aya and Ria for incredible work on them, they are amazing

Jad: The EEF review will come, and the shitposts will come out soon. I did a headshot form for the website, waiting for that. IEEE day marketing, I did the google sheets and marketed. We got a huge turnup which was an amazing event. Shoutout to Akhil and Quinn. Shoutout to Aya and Ria too

- **Freddy - Treasurer**
  - Reach out to me after the meeting if you still have any pending reimbursements and I will get that resolved.
  - Will handle submitting the audits this week.

Freddy: still getting reimbursements back to everyone. If you send me a request, expect it to get some points today. If you need one, message me.

Manaal: can you get to reimbursements on IEEE day
Freddy: okay will do

- **Quinn - VP Social**
  - IEEE Day looked to be an absolute blast! I'm very happy that we pulled off a show in front of Nima from the branch. Most of the event was great, we had a couple of missed points but that will come with being that crunched for time.
    - HUGE THANKS TO EVERYONE THAT CAME AND HELPED! 🙂
    - Akhil I think the reimbursements will be done though ESS? That might be a Manaal question if you haven't yet.
  - I will be working on a 101 document for hosting events, outlining everything that should be done beforehand and listing everything that needs to be done.
  - Pay attention to SPAC and the next upcoming events below!

Quinn: Next project will work on a document like vtools. Pay attention to next announcements. We have more events coming up.

- **Aya - VP Merch**
  - Need money pls for exec merch pls only got 5/16 ppl's :(((

Aya: just need etransfers for the merch

- **Xavier - VP Equity**
  - no updates

Xavier: I will send out lettuce meet for equity training, probably next week. I don't want to be during reading week. If you have any ideas reach out to me if anything should be talked about

Quinn: is that also hybrid

Xavier: yes

- **Kevin - Secretary**
    Created agenda

Manaal: can we work on organizing the meeting minutes
Eric: add all important and relevant information in shared drive

- **Fayza - Mcnaughton Director**
    - Form to request things in the office - https://forms.gle/tvVTbNkd4QVNgWK9A

Fayza: for the Mcnaughton Grant except the actual amount so just the template is done. For everyone what we need in the office. I want to ask for as much money as we can do everything we need just put it in the form. Also reminders, we have snacks in the office, but they have been running out. We only have so much money for snacks for the whole year. Reminder that there needs to be an exec in the office for other people to be here.

Jad: Ming is applying for Fall EEF so it should come soon, if it doesn't pull through, can you add those items in the grant application as well

Fayza: just write in what he's getting and I'll also apply

Eric: could you also add what you want and why in the form

Fayza: yes. Whenever you can, add in anything you want to see

Xavier: The office is our space so just be equitable

Jad: general rule just be mindful and general rule

Fayza: I'm working on the chairs

Jad: right now we have to bring in chairs from outside to sit on so what happened to the new chairs

Fayza:I will reach out to SITE reception or Disala to see about those chairs

Akhil: One thing about SITE reception they do things when you go in person like with the keys

Jad: Us the office cubbies for storage

Quinn: save me some stickers

- **Farah - VP External**
    - Ciena Networking Night - Oct 7th - 4 volunteers from our end.
        - let's repost and remind everyone it is happening.

- ■ Get ESS, and others to repost plz.
- ■ vtools HALP. (monday)
- ○ IEEE ORC - Oct 8th (Need volunteers - Kevin, Ria, Akhil …)
  - ■ Chair of IEEE ORC is there! Please it will look so great if we have a bigger exec presence. We did not start off on the right foot.
  - ■ Vtools HALP.
- ○ Winter - "We Are So Back" Hack (x MESS x MMC)
  - ■ emailed justine. details TBD.
  - ■ MESS will take care of marketing.
- ○ SPAC 2024 (LESS THAN ONE MONTH AWAY)
  - ■ Class Talks (NEED VOLUNTEERS)
    - ● I have every little detail prepped - need man power.
    - ● Carleton has had 2 weeks ahead of us for this.
    - ● Eric,Akhil,etc.
  - ■ Newsletters (ESS, faculty, CEED)
    - ● Waiting on student mailing list
  - ■ Put Posters Up!!! (Need printed, and put up all over eng side of campus)
    - ● We have one already done with a QR code.
    - ● Eric.
  - ■ Get reposted by ess and other subassociation.
  - ■ uOttawa Tickets issue - we are not getting tickets reserved or discounts BUT:
    - ● Bumped up to gold level sponsor.
    - ● Profs Invited to table (IEEE gold table if we do in the eng department)
      - ○ Shared with ieee uOttawa an faculty of eng (EEF)
      - ○ Daniel A.
      - ○ David Knox.
      - ○ Rami and David Spinello, etc. (for the profs for free - 6 SPAC - 4 agm)
    - ● Gold table, Gold tickets. Gold Marketing and on Website.
  - ■ THE biggest event we have of the year (~350 attendees not just in Ottawa). we need to put more importance onto this not just me.we have the entire Ottawa section and their affinity groups like LMAG, YP, ASP, etc and IEEE Canada there as well as around 16 sponsors and growing in attendance. Many more company reps coming. It is one month away. I am only one person on the uOttawa side of things. I feel like I have been begging for help. If our uottawa numbers are low, and our efforts from our branch is also low, it will not look good on us no matter how much funding we commit. (above gold amount - EEF to be given soon - I know the amount.)
    - ● Need funding sent to SPAC team. (Treasurer)

Farah: Ciena networking night this monday, we have 4 volunteers so good. I would like a bunch of reposts and reminders to go out, ESS specifically. I have also been asking for Vtools

Manaal: I can help

Farah: Monday morning?

Manaal: yes

Farah:Moving on, IEEE ORC day after, Oct 8th. I need more volunteers, better if we have a bigger presence. It's 7 pm on Tuesday

Samuel: I can help then too

Manaal: I will have to see if I can come

Farah: I just need help with handing out pizza and ensuring the event is running smoothly. I don't think we started on the right foot

Quinn: didin't start on the right foot?

Farah: over the summer I couldn't get time to reply to their email so terribly sorry about that.

Akhil: I am in Uottawa Hack so if you need help

Jad: could you explain a bit more about the event(MESS hackathon)

Farah: when I find out more I will try to explain it when I can

Samuel: about tuesday can't do it anymore

Farah: SPAC is soon I need a lot of help. Anyone who can do class talks?

Eric: I will have to see

Akhil: I can possibly do it as well

Jad: could you explain what SPAC is more

Farah: It's a student professional awareness conference. Overall it's a networking career fair event. It's our biggest event of the year

Manaal: I am not doing school so rarely on campus will be hard to volunteer

Farah: I need manpower for a newsletter for posters and stuff. Uottawa ticket issue, we are not getting tickets discounted but we are getting gold level. We are getting the eng department involved, we are getting 6 SPAC tickets and 4 AGM tickets. Gold level marketing on our website and socials. Ottawa section and Vtools is very complicated

Eric: so it boils down to Vtools

Farah: too complicated to do tickets with vtools

Jad: big part of the event was reserving for Uottawa students, so if we don't have that anymore so can we do something else with that

Farah: I will try to get more reserve tickets, but I really did try my best with that, there was a little miscommunication with the SPAC team. Vtools is overall a very outdated platform and can't even do reserve tickets in the back end. So many affinity groups and this is our biggest event. I want to emphasize the importance of this. We need funding sent to SPAC team soon

Jad: If you could explain what there needs to be help with

Farah: we are co hosts of this event, most of the committee is on Carleton

Akhil: did you find out whether or not we need to come earlier

Farah: I will put what to do in the SPAC discord channel, I will try to outline tasks

Eric: In terms of helping we need actionables on what to do if you could send that

Jad: We have a SPAC channel so put everything in that. Quick note about the forming team.

Farah: I just wanted to say I am the only one on the Uottawa side of the team so I just need general volunteers.

Aya: is there an approximate day of the last RSVP day and see the sponsors

Farah: I will get a list of all the sponsors. For volunteer dates, as soon as you can. Last day is probably a few days before SPAC.

Manaal: On the AGM side of things, we need to do a good job on that. I will get the AGM situation sorted out

Farah: I think they wanted our poster designs

Manaal: I will take care of it

Eric: So I checked there is no SPAC discord

Jad: it's a separate channel

Farah: I was going to make a to-do list for this

- **Eric - VP Internal**
  - Reached out to JMTS teams and have been trying to promote the Pub nights for Baja x UOSM and Formula
  - It would be nice for students to have a list of all eng club events. I reached out to ESS and have begun discussing the best way to implement this and where it should be located. Goals for this are convenience, sustainability, and scalability

Eric: past week JMTS had pub nights, so I was communicating with all the teams and cross promoting. Another thing is I have been reaching out to ESS and I thought we should do more with all engineering and CS events in Uottawa. I want to look in one place that is more centralized. Whatever we do, I want it to be very convenient, scalable and maintainable

Jad: Uottawa has an app called Uo events which is the only thing everyone has, but this is a great idea

Manaal: there is engineering events calendar too

Eric: Could you send links for those two things. Lastly I think the printer situation should be bumped up in terms of priority. It's just very inconvenient right now

Fayza: When we were making the budget, we said the budget after the grant came in. Not anything specific, we'll see how much money we get then allocate a budget.

Eric: We can discuss in discord, but it's not entirely urgent just for convenience
- **Sacha - Webmaster**
  - I will add everything to the website very very soon now that HtH is done.
  - Headshot form https://docs.google.com/forms/d/e/1FAIpQLScdaGvXAs7P5zGpICQf-qvZCDWvTkkOtBepxTQIXbnQIvEqcw/viewform?usp=sharing
  - Office hours, will add when finalized with new execs
  - Meeting minutes, is there somewhere I can find all of them?

Sacha: headshot form should go out, just fill it out. Office hours and meeting minutes will go out there

Quinn: If I have the same picture as last year can I keep it

Sacha: yes

- **Ria - Design Commissioner**
    - Created the ieee day post and edited ieee day recap post
        - Thanks to akhil, jad, manaal and the rest of the execs for all the help on the making of these posts and great job jad and quinn and all the execs on ieee day! The event was amazing!
    - Created the resume review session post
    - Created the by-elections story
    - Helped wie design their recent posts 🧡
    - Meet the team is in the works, will be out soon (hopefully!)
    - New office hours in the works, that will also be out soon :))

Ria: created IEEE day post and helped edit the recap post for that event. Created resume review session post as well as the by-election story. Also helped WIE with their recent post and our meet the team posts will also be done soon.

- **Ming - CEG Commissioner**
    - EEF money likely secured for sensor suite, will be working on workshop material soon with Eric

- **Ayush - ELG Commissioner**
    - Planning on doing an ELG study panel

Ayush: I have talked to Quinn about the ELG study panel.Thing is a lot of people in 3rd year know what they want to do already, so this might not be the best way to engage people. I was thinking of doing an ELG study panel provided with caffeinated drinks and snacks, a lot of people will like something like that

Manaal: great idea, I was envisioning CBY basement rooms booked out. Additionally what we need is a date and timeline. It will be logistically complicated, so get those details set in stone ASAP. Work with Quinn

Jad: Forgot to add it to my updates but I got reached out to a student, who wants to do a quantum computing workshop, so it's running it in Jupyter notebooks, so I just want thoughts in that, it's in winter. It's an IEEE event but hosted by him

Quinn: Ayush keep me updated. Finding mentors who want to stay for long hours will be tough. Jad about that event you were talking about communicate with me. It sounds like fun.

Xavier: will that event, Ayush, be only for ELG students

Ayush: It might be easier for me to manage if it's just ELG, it will tough for me to find mentors like Quinn said.

Jad: You can do an ELG study session but also for CEG students too.

Xavier: You could try to find mentors, but if it can be a crammable type event it would be good

Ayush: this has opened up my eyes so I am willing to do that and make it open for other programs

Idika: I can help too and we can open it to other markets

Xavier: for mentor's too, they don't have to stay the whole night. It will be nice to have the building stay open over the night and would help regardless of mentor's staying there

Idika: I want to add on to Xavier, for the mentor's thing if we do 6-10 – people can come in during that time, and for the rest of the time we can market it as a study session

- **Josue - Translation Commissioner**

Josue:translated the post sent on discord for IEEE day
- **Idika - SEG Commissioner**
  - No updates

Idika: was thinking of doing an SEG study panel maybe collaborate with Ayush
- **Akhil - VP Communications**
  - Good work on IEEE Day everyone! Kinda sad the pizza ran out — We should def get more for future events (and host em on Tuesdays too!)
  - We should start posting reels. It has better outreach, and thus we will have better presence.
    - I have video production skills, and we can use this to our advantage when marketing future events
  - We should bring in TAs and profs from CEG, ELG, SEG and MDD courses (I can talk with the Commissioners on this) onto our community server so people have a more direct way to contact them (It will be a HUGE selling point for the server). We create a separate channel so people can communicate with TAs more efficiently and easily.
  - I updated the linktree!!! It has the new (old?) logo and has made our socials more reachable, with social icons at the top of the page as well as some reorganization.

- ○ I'm in contact with the Notion Community Lead as a CL, and a day or two ago I met with her. I suggested a small notion stand up night at Little vics. If anyone wants to help set this up and I would like to ask if IEEE uO can help with marketing.
- ○ I am working on a content calendar now. Please add any content you need to be out there and I will personally make sure it goes out before the deadline set (generally speaking a week before the event is a good timeline to allow for marketing it).
  - ■ I am really liking the work we are doing so far, but I would like to have a little less of a startup atmosphere of "rush", "rush", "rush", hence why I am organizing future posts. It'll reduce the stress that happens when rushing for future posts.
  - ■ If it isn't on the calendar, it will not go out. Simple as that. I really don't want last minute posts happening because It puts stress on pretty much everyone involved, when it isn't really needed. I feel bad for Ria who gets stuck in the middle of a long feedback loop that she
  - ■ I would like to put a time, date, and location (even if tentative) for each post so that way we have it all in the future.
- ○ I have an updated Figma with new post standards. This is more to make sure our future posts look consistent than anything else. I know that Jad and Ria are quite happy with the post standards, but I would like input from the whole team here in the discussion part of this. It shouldn't take too long, and honestly I think the standard is pretty modular.
- ○ I have created an excel sheet for movieee night. I have sent out the expense sheet, we just need to confirm the date, and once confirmed, I'll book the room on that date, and we can make it happen!
- ○ We should reach out to ESS to get an email list of the people in SEG, CEG, ELG and MDD students and send out a monthly newsletter or something like that.

Xavier: lets order pizza with a plan so there's enough for everyone

Somana: Lets have a form to track dietary restrictions of everyone to determine how much of each we should order

Eric: If we cap the number of people that can attend an event by the amount of food we can supply, we put the cart before the horse. I would rather not have food and have fewer attendants than prioritize food above the purpose of the event.

Quinn: Before event, put out a basic RSVP form to get numbers

Akhil: I think we should be posting reels as it's a better outreach method . Samuel also mentioned this to up our presence for lower years. Next thing, I noticed on the server that someone was asking Pavly about TAing. We should bring in TAs and profs in our server and market it as that for easy access

Jad:great idea, I would need all your help

Xavier: we don't want people to harass profs so just keep that in mind and remind people of that.

Samuel: is it possible to create a chanel in discord for open for sessions of time

Akhil: we can do something similar

Eric: overall great ida

Akhil: I updated the link tree and we have the new logo and made our socials more visible. I am also in contact of Notions community leader so we can have an event at some point. Also worked on the content calendar, so I will get it out soon and add anything you want there. If it's not on the calendar it probably won't go out, I just want to plan well with this. I prefer a time date and location for this. I also have a new figma design. I created an excel sheet for movie night which will go out soon. We should also do a monthly newsletter by reaching out to ESS

Jad: I reached out yesterday and waiting for them

Affinity Groups

- **WIE - Women in Engineering WIE chair(Madison) and WIE Vice Chair(Somana)**
    - Helped with EEF application and presentation, Aurelie (VP Internal) made our EEF presentation and Somana made + submitted application + presented with Fayza (shoutout Fayza woo)
    - WIE VP Comms + Ria posted Meet the Team posts (thank you Ria)
    - Attended finance meeting with Carleton WIE + Carleton IEEE Chair + Vice-Chair
        - uOttawa WIE will be handling W&C finances for W&C 2025, will debrief
    - Continued marketing for WIE Study on Oct 8th, would love to see some execs come hang out
    - Teambonded (woo)
    - Confirmed 4 companies for Industry Night on **Oct 29th**, in talks with a few more

Madison: Did the EEF presentation with Fayza and Somana. Continuing to market for WIE study on Oct 8th, it's a low effort event. We also did team bonding. For industry night we have 4 companies confirmed

8. Motions (10 mins)

Title:	Hack the Hill hardware storage and liability		
Mover:	Ming Chen	**Seconder:**	Eric
Language:	English		
BIRT:	**WHEREAS** Hack the Hill requires secure storage for hardware used in workshops and for the sensor suite; **WHEREAS** the McNaughton Centre has available locked storage space suitable for this purpose; **WHEREAS** Hack the Hill has been granted access to this storage space under the condition that the organization assumes responsibility for the hardware; **WHEREAS** IEEE uOttawa Student Branch must cover any costs incurred from hardware that is damaged beyond repair or missing during the period of its storage and use; **BE IT RESOLVED** that Hack the Hill hardware will be stored in locked storage within the McNaughton Centre and Hack the Hill will assume liability for any loss or damage to the hardware, covering costs of repairs or replacement as necessary. Additional locked boxes may need to be purchase to prevent items from going missing.		
Result:			

Discussion:	Manaal: this would have to be a written agreement

Eric: we should not be covering 100% of the loss if we are doing them a service.

Jad: this hardware is barely going to be used so I agree.

Ming: depending on what it is, people might or might not be able to borrow it. Eric brought up his point of covering the loss. We are getting 5000 dollars worth of hardware which we can use. Typically in the past, we've covered the past. If we can propose a different coverage percentage

Manaal: I motion to table this discussion until we write up an agreement either in a future meeting or online.

Eric seconds

17 in favor

1 abstained

No opposition |

Title:	**Funding for WIE Study**		
Mover:	Freddy	**Seconder:**	Maddy
Language:	English		
BIRT:	**WHEREAS** the WIE Study event is scheduled to take place on Tuesday, October 8th, 2024;
WHEREAS funding for the event has been requested through the Engineering Endowment Fund (EEF);
WHEREAS the approval of EEF funding for the event is still pending;
WHEREAS the WIE team requires a contingency plan to ensure the availability of food for the event in the event that the EEF funding is not approved;		

	BE IT RESOLVED that the IEEE branch approve an expense of up to $225 for food at the WIE Study event, to be used if the EEF funding request is rejected.
Result:	
Discussion:	Freddy: we're just waiting to hear back so the event is coming up and we need that safety. We are requesting if this money is approved on the budget but hoping it won't have to be spent. Manaal: it's a contingency fund which is not ideal, kind of what I was thinking about was waiting for the EOD to propose this motion as a virtual ballot since we will hear back at the end of the day. I know EEF results for that are coming end of today. Freddy: if we are expecting to hear back today let's table this motion Eric: I motion to table this discussion for 24 hours Xavier seconds 17 in favor motion passes unanimously

Title:	**Motion to move into camera**		
Mover:	Eric	**Seconder:**	Farah
Language:	English		
BIRT:			
Result:	17 in favor 1 abstained Motion passes		
Discussion:			

9. Discussion(20 minutes)

~~**Subject:** New design Standard (This shouldn't take long – I know that Jad and Ria are happy with it)~~
~~**Name:** Akhil~~

~~Here is the figma:~~
~~https://www.figma.com/board/Vc5pf4QTkBDwrp3DxYDFfp/Post-Moodboard?node-id=0-1&t=YJ6hxYVYEZMSwjiU-1~~

~~I want a short, civil and open discussion about this.~~

Subject: Event Transparency
Name: Quinn

- Hey guys! This one I know is a touchy subject but I promise its not related to anything last week. Very rapid discussion point but I think everyone needs to have more of a heads up for any events. I do get life happens and sometimes you gotta cram them in, but I think everyone on the team should know.
- Bare minimum start with proposing it in a team meeting, especially if you're thinking about it. That will be in the document coming up.
- Farah has linked the events calendar, PLEASE keep that updated. I did it for the first month but pestering but I can't do that 24/7.

Quinn: Again I apologize for the misallocation for the fund, I could have said something or communicated so it is on me. I should have been more communicative.

10. Varia (1 min)

11. Adjournment (1 min)

Title:	Adjourn the meeting		
Mover:	Jad	**Seconder:**	Sacha
Language:	English		
BIRT:	The meeting be adjourned at 1:49PM		
Result:			

Discussion:	

Closing Remarks