

2021-11-21

IEEE Proposed Agenda

Expected Date of Meeting: November 21st, 2021

Expected Duration: 90 mins

Meeting Number: 5

Agenda

1. Call to Order and Introduction
 2. Adoption of Previous Meeting Minutes
 3. Adoption of Agenda
 4. Proposal for Commissioners to get Keys
 5. By-elections
 6. Updates
 7. Varia
 8. Closing Remarks
-

IEEE Meeting Minutes

Starts: 2:00PM

In Attendance:

- Madi
- Mehedi
- Vlad
- Ben

- Rikki
- Alae
- Loic
- Victoria
- Eda
- Pavly
- Gianluca
- Juan
- Rafi

Excused Absences:

- Steven
- Is'Haaq

Call to Order and Introduction

First in-person meeting!

Adoption of Previous Meeting Minutes

- Motion: Vlad
- Second: Madi
- No opposes, no abstentions, motion passes

Adoption of Agenda

- Motion: Vlad
- Second: Madi
- No opposes, no abstentions, motion passes

Proposal for Commissioners to get Keys

- We got bomb commissioners

- Vlad: We would like to give commissioners keys for office (without changing the constitution, so only applicable for this year)
- If the commissioner would like a key here are the following requirements:
 - Hold mandatory office hours
 - Maintain and update equipment for the corresponding program
 - CEG: check if FPGA works and maintain it
 - ELG: oscilloscope, soldering tools
 - Create an inventory list for designated equipment according to the corresponding program
 - Would have to vote for each commissioner separately
- Madi: We need more responsibility from everyone because of COVID and disconnect from using office
- Alae: Can we motion to give commissioners more responsibility
- Vlad: Yeah, we would motion this proposal, then motion for each commissioner separately
- Alae: in order to get key, I believe they should be required to also contribute to one cookies n cram session
- Michal: equipment falls under McNaughton center exec, it's great that commissioners can help with that, but it is already under an exec's mandate
- Alae: commissioners should help maintain the equipment, under the guidance of the McNaughton center director
- Motion to give commissioners key if they accept the following responsibilities **JUST FOR THIS YEAR**
 - Hold mandatory office hours
 - Maintain and update equipment for the corresponding program
 - CEG: check if FPGA works and maintain it
 - ELG: oscilloscope, soldering tools

- Create an inventory list for designated equipment according to the corresponding program
- Host at least one cookies n cram per semester
- Motion: Vlad
- Second: Alae
- No opposes, 1 abstention, motion passes

ELG Commissioner

- Motion: Vlad
- Second: Madi
- No opposes, no abstentions, motion passes, Juan gets key

CEG Commissioner

- Motion: Vlad
- Second: Madi
- No opposes, no abstention, motion passes, Gianluca gets key

By-elections

Format:

- 45 seconds each component
- Intro
- 1 serious question: Given your mandate was written for a full year, how do you plan to fulfill your duties one semester in?
- 1 funny question: If you were to pick an alternative to milk (plant-based included) for cereal, what would it be?

Motion: Vlad

Second: Ben

No oppositions, no abstentions

Motion passes

Commissioner of Design

Motion: Vlad

Second: Ben

No oppositions, no abstentions

Motion passes

- Add serious question: What kind of tools and technologies do you use for graphic design

Interviews

VP Social

First Candidate: Avneesh Chaudhary

- Intro
 - Avneesh Chaudhry, 3rd year CEG student, coop next semester, involved in many events on campus, some events reaching up to 250 attendants
- 1 serious question: Given your mandate was written for a full year, how do you plan to fulfill your duties one semester in?
 - Take advice from us, constantly keep duties and schedule his time, creative thinker, can think of events, confident in handling,
- 1 funny question: If you were to pick an alternative to milk (plant-based included) for cereal, what would it be?
 - Vegetable broth, mixed with chili flakes and oregano

Second Candidate: Sultan

- Intro
 - Sultan, 4th year CEG, from Toronto, interest in sports (Arsenal fan sorry for your loss), likes to hang out with Vlad
- 1 serious question: Given your mandate was written for a full year, how do you plan to fulfill your duties one semester in?
 - Unite the community, as someone that feels on the outside of things, knows how to reach out to the community to get people involved, make sure people in

the community have the opportunity to meet each other

- 1 funny question: If you were to pick an alternative to milk (plant-based included) for cereal, what would it be?
 - Milo mixed with water

Voting:

- First Candidate: 2
- Second Candidate: 6
- Abstentions: 3 (2 not notable, Alae notable)
- None of the above: 0
- VP Social: Sultan

Commissioner of Equity

(no interview as we already interviewed him for VP Social)

Voting:

- Avneesh
- unanimous vote
- Abstentions: 0
- None of the above: 0
- Commissioner of Equity: Avneesh

Interview

Commissioner of Design

Introduction: Valerie Grant, 3rd ELG, from London, a wiz at Canva

Serious question: What kind of tools and technologies do you use for graphic design

Super confident with Canva, have made patches already using Canva, also uses PowerPoint

Serious question: Given your mandate was written for a full year, how do you plan to fulfill your duties one semester in?

One of the co-captains of Kelpie, already working with social media, will have a lot more free time as she's doing co-op next semester

Vlad Clarification: How long will it take to create a post and post it?

Valerie: if I have all of the information it should take 1hr/1.5hrs

Funny question: If you were to pick an alternative to milk (plant-based included) for cereal, what would it be?

Alternative to milk: coffee or a mocha

Voting:

- Valerie G
- Votes: 10
- Abstentions: 1 notable Juan (conflict of interest)
- None of the above: 0
- Commissioner of Design: Valerie

Updates

Chair (Vlad)

- Ali had to leave, now have a new VP Social
- Khaled, photonics chair also resigned, open position now
- Alae and Vlad created a promotion for the open positions for today's meeting
- we need more office events, we can do breakfast/board game nights, movie nights
- there has been some huge progress on the office and the exec team (full set of commissioners, by-election turnout), keep promoting on discord
- did go to the bank to set up a bank transfer, takes like three meetings with them to set up a transfer (Banking officers are Madi, Ben and Vlad) instead of double signing on the bank level we are now doing doubling signing here in the office
- if one of the officers sign on their own or takes out money without signing, they will be impeached and it is a serious offense - reminder you cant reimburse yourself,

other two people will sign for the reimbursement

- looking for the Debit card, if they cant find it they will order a new one (has not been charged in awhile)
- postponing the Decentralized Finance event, want to rent out a lecture hall, next semester all capacity limits will be lifted
- moving the cookies and cram to a day after (because of mtl takeover)
- will try to submit an events review for the Ottawa section awards
- a few IEEE scholarships were sent to Vlad, apply for it to get extra help with payments

Vice-Chair (Madi)

- Introductions of name and positions
- IEEE is a sub-association and an international org, need a membership if you are an exec, get the student membership not the professional membership (for voting rights as a commissioner you need a membership)
- ESS is doing a Frost Week, trying to get an IEEE package in the kit
- trying to get an exec event
- exec merch
- reminder for events, anyone can host events, execs should try to attend all of them

Treasurer (Ben)

- having a lot of trouble with the bank, the problem is they don't even know what's wrong, payed out of pocket for a few things already (owed money to Carleton for Wine and Cheese), if you need a reimbursement it will come soon, maybe threaten them to switch banks
- Madi: is there a reason we go through BMO
- Michal: not sure ask Rob, might have to do with the specific branch

Secretary (Pavly)

WIE Chair (Victoria)

- Women in Tech panel on Thursday, bring your friends

- starting to plan Wine and Cheese, trying to contact WIE Carleton

WIE Vice-Chair (Eda Su)

Motion: To amend to the budget from \$100 to \$150 for office games from board game night

Alae seconds

no oppositions, no abstentions, no discussion

motion passes

VP External (Mehedi)

- have to talk to Rikki about who is planning the ELG specialization panel
- reached to Steven for Battle Royale and Victoria for Wine and Cheese
- possible pie exec day on Pi day

5-10min break

VP Internal (Steven)

- contacted IEEE Carleton for Battle Royale and has a whole organizing team set up for that
- volunteer form is done, will be sent out, (Alae is getting to it)

VP Academic (Rikki)

- for cookies and cram, alae has posted on Instagram and created the events page, posted on discord as well
- best way to host is probably through discord
- got the emails of the professors and got some responses that they shared with their classes
- Alae has to change the post as there are two date changes, ITI1120 and GNG1106
- Rikki the VP Academic/Librarian: Julian from ESS reached out about the books/bookshelves, they don't want to clash with the books that we already have, we also have some really old books in the lockers that they can take

- Pavly and Rikki will work on the IEEE Notion

VP Social (Sultan)

VP Communications (Alae)

- more shitposts have been posted, more will be posted
Loic: possibly add office hours to shitpost
- made an office hours engagement campaign, more activity on the servers notifying when we are in the office
- posted all of the cookies and cram posts and helped Rikki reach out to professors
- got the LinkedIn back up again
- first tiktok has been posted, been successful in terms of numbers
need to populate it so please help shoot the same Tiktok in their respective programs
- we should consider using tiktok for marketing purposes as well, i.e. promotions

Webmaster (Loic)

- been updating meeting minutes on the website
- Nich suggested that we create a store on our website, been trying to figure out how to handle payments, front end of the store should be ready by next meeting
Madi has some old photos of modelling the sweaters
- Ben can help redesigning the website, redesign events and budget page

McNaughton Centre Director (Rafi)

- ordering stuff for the office
 - larger **fridge**: original budget: \$250, with tax the full size fridge is \$370, need to amend budget for that
 - microwave: original budget: \$200, with tax \$207, need to amend by \$7
 - tv: under budget
 - solder: should be under ~\$20

- need **Rapsberry** pi, decided for a higher end one for the office, full kit, could be used for capstone, \$200, 128GB, misc budget was \$250, (speaker is also in misc budget)
- velcro stickers to attach things to the wall
- **coffee machine** for the office (Keurig), \$200
- textbooks: still need to order

Discussion

Valerie: possibly get a Nespresso machine instead?

Ben: PC?

Rafi: still need to talk about with Juan

Motion: Amend the fridge budget from \$283 to \$270

Seconded by Vlad

no discussion, no oppositions, no abstentions

Motion passes

Motion: Amend the microwave budget from \$200 to \$207

Seconded by Vlad

no discussion, no oppositions, no abstentions

Motion passes

Motion: to add a new line in the budget for the Raspberry Pi for \$200

Seconded by Vlad

no discussion, no oppositions, no abstentions

Motion passes

Motion: to add a new line in the budget for the coffee machine and pods for \$200

Seconded by Vlad

no discussion, no oppositions, no abstentions

Motion passes

Photonics Chair

ELG Commissioner (Juan)

- going to work on the lights on the sign after the meeting
- the speakers are fully functional, works with laptops and phone, instructions are on there

SEG Commissioner (Is'Haaq)

CEG Commissioner (Gianluca)

- hosting the CSI cookies and cram

Varia

- feedback form posted in the discord, fill it out!

Vlad: Motion to ratify all of the commissioners

- no abstentions, no oppositions
- motion passes

Closing Remarks

- Vlad: Motion to adjourn the meeting

Alae notably opposes

motion passes

- next meeting Sunday Dec 1