



2021-09-19

IEEE Proposed Agenda

Expected Date of Meeting: September 19th, 2021

Expected Duration: 90 mins

Meeting Number: 1

Agenda

1. Call to Order and Introduction
 2. Adoption of Previous Meeting Minutes
 3. Adoption of Agenda
 4. Constitution Change Discussions
 5. VP External Position Update
 6. Updates
 7. Event Review
 8. Introductions and Icebreakers
 9. Varia
 10. Closing Remarks
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IEEE Meeting Minutes

Starts: 2:00PM

In Attendance:

- Vlad
- Alae
- Rikki
- Eda Su
- Loic
- Rafi
- Pavly
- Ben

Excused Absences:

- Khaled
- Victoria
- Steven
- Madi

Call to Order and Introduction

Vlad: Hello and welcome to the meeting!

Adoption of Previous Meeting Minutes

Vlad: Motioned

Alae: Seconded

No opposes

Motion passes

Adoption of Agenda

Vlad: Motions

Ali: Seconds

No opposes

Motion passes

Constitution Change Discussions

Vlad: During AGM, we did a bunch of Constitution Changes, got confirmation from Sawsan (IEEE Advisor) to publish them on website

VP External Position Update

Vlad: Mohit taking year off to work, not student, to remain neutral (with Robert's advise), we offer the post in by-election, if no interest, Mohit can stay as interim

Alae: Offer it in the same by-election for commissioners so only 1 by-election

Vlad: I think we should motion to suspend Mohit for now, do we have to Motion that?

Michal: I think we would need to motion

Vlad: Motion to move Mohit to Interim VP External

Alae: Seconds

No opposes

Motion passes

Vlad: We will advertise the position fairly, anyone who has interest can apply for it

Event Review

Budget due by November 1st, fill out the Google Sheet!

https://docs.google.com/spreadsheets/d/1jZrtba6wVe6ZddQYaNROjuh3LizWLugNng3CGtb5_rQ/edit#gid=0

Vlad: Any questions?

Alae: I have an event idea, want to start IEEE TikTok (unironically), want to make a competition where the public sends EECS related content and we feature on our page the best ones

Loic: That would be super fun, would be a great idea to spread the message of IEEE, good idea

Michal: When will be the budget review meeting?

Vlad: Not scheduled yet, can have something ready middle of this week

Michal: Can be done during normal meeting, just has to be done soon

Vlad: Will probably be during next wednesday meeting

Updates

Chair (Vlad)

- Biweekly meetings
- Alternating Wednesdays and Sundays
- Hybrid fashion (Zoom or Discord and in-office)
- Can be virtual even if in office
- Set office hours and announce them
- Put if you prefer virtual or in-person for your office hours
 - Can always change if needed
- Notion: meeting minutes
 - Loic: Can you download notes taken on Notion as pdf?

- Vlad: Yes, can download whole page or section
- Discord: main source of communication and updates
- Cleanup: Total of 8 people! Ton of things done, 10 hours taken to clean, still got quite a bit to do, Wednesday after 5:30 will be continuation (continue painting), Saturday coming into office to design, put everything back
- Bank: Transferring our stuff, talked to banker, set up meeting Saturday morning
 - Michal: Fine with 1 person for previous
 - Vlad: Need to include letter head from IEEE, have 1 person come in as well as new person coming on

Vice-Chair (Madi)

- No updates

Treasurer (Ben)

- Spreadsheet for events: Budget
 - Let Ben know, can send previous year's budget for approximation
 - Has been organizing treasurer email and drive
 - Started budget document for this year
 - Transitioning to Notion

Secretary (Pavly)

- Utilizing Notion
- Recording of meeting
 - Alae: Open to public, so everyone has to consent to being recorded
 - Vlad & Michal: meeting minutes will be taken by so

WIE Chair (Victoria)

Updates provided by Eda

- Big Eng Little Eng (First event!)
 - September 30th
 - Planning in-person movie night
 - 16 responses so far
 - More Big Eng than Little Eng, trying to find more little Eng
 - Rikki: I'm a guide, also in the 101 first year's discord server, can advertise there
- Working on other events
 - Wine & Cheese

WIE Vice-Chair (Eda Su)

- Same as WIE Chair

VP External (Mohit)**VP Internal (Steven)****VP Academic (Rikki)**

- No major updates
- No one sending bad academic emails
- Good!

VP Social (Ali)

- Planning in-person BBQ
 - Will talk to other clubs for collaboration

VP Communications (Alae)

- Promoted things back in summer
 - EEF Fund
 - IEEE professional events (10 part series)
- Started promoting Big Eng Little Eng on discord
 - Trouble appealing to first years
- Wants 10\$ for the Facebook Post for Big Eng Little Eng ad
 - Vlad: No budget set as of now, can buy it on your account and then Alae can get reimbursed
- Robert organizing Flutter crash course
 - Loic and Alae helping with logistics
 - Reached out to Miguel Garzon (SEG 2105 prof)
 - Alae will reach out to CEED for more advertisements
- Waiting for responses to make the meet your execs shit-posts

Webmaster (Loic)

- Added all new execs on IEEE uOttawa website (Name and pics)
- Helping with Robert's Flutter event

McNaughton Centre Director (Rafi)

- Repainting office
- Paid for \$600 of supplies
- Will send receipt to Ben and Ben will include it in budget

- Alae: We DEFINITELY need a new fridge
- Vlad: We will have a budget review, contact Ben to see if we can fit them in the budget
- Michal: Everyone comes up with their budget and sends it to Treasurer before Budget Review so Ben can compile it all together
- Do so before next meeting!!!

Photonics Chair (Khaled)

- Will be able to attend starting from October

Introductions and Icebreakers

Michal and Pavly introduce themselves

Varia

Alae: Share footage of me in the dumpster

Vlad: Don't post anything yet about the office, after everything is done I'll contact the security for a re-check of safety

Loic: What are we going to use for next meetings

Vlad: Zoom, by next time we should be half in person half on zoom

Alae: If we can get the premium zoom, we need a link for the Flutter crash course ASAP for promotion

Closing Remarks

Vlad: Motion to adjourn the meeting

Loic: Seconds

Notable opposes: Alae (keeping the tradition alive)

Meeting adjourned!