

2022-02-13

IEEE Proposed Agenda

Expected Date of Meeting: January 23th, 2022

Expected Duration: 90 mins

Meeting Number: 7

Agenda

1. Call to Order and Introduction
 2. Adoption of Previous Meeting Minutes
 3. Adoption of Agenda
 4. Updates
 5. Varia
 6. Closing Remarks
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IEEE Meeting Minutes

Starts: 6:00PM

In Attendance:

- Vlad
- Ben
- Pavly
- Steven
- Rikki
- Sultan

- Alae
- Loic
- Victoria
- Eda
- Juan
- Gianluca
- Ethan
- Nizar
- Avneesh

Excused Absences:

- Mehedi
- Madi

Call to Order and Introduction

Vlad: "Welcome everyone! Third meeting!"

Adoption of Previous Meeting Minutes

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

Adoption of Agenda

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

Budget Amendments

VP Social

- Motion to remove everything in current social budget: Sultan
- Second: Ben
- No opposes, no abstentions, motion passes
- Master Chef
 - \$400
 - Motion: Sultan
 - Second: Alae
 - No opposes, no abstentions, motion passes
- Office Pancake Breakfast
 - \$50
 - Motion: Sultan
 - Second: Victoria
 - No opposes, no abstentions, motion passes
- Exec Retreat
 - \$2000
 - Rule of thumb: Shouldn't exceed 10% of the total budget
 - Paying out of pocket vs using budget money
 - Juan: Optics wise, looks bad if we use the money on ourselves
 - Eda: What about a dinner?
 - Alae: If we do dinner, \$40 per exec, that's ~\$600, which is less than 10%
 - Eda: Don't want to affect IEEE credibility
 - Juan: Never been done before by previous execs, where we use budget money on execs for bonding
 - Vlad: Movie nights, mini-golfing

Wine and Cheese

- For credibility, we have to book everything (venue, time, etc), THEN advertise so we don't keep changing the info
- Venue
 - Juan: If we get venue for Friday for example, would we get it for Thursday too for set up?
 - Eda: We will get it earlier during the day, so if the event starts at 7, we would get it in the afternoon, around 1
 - Juan: Should be fine if we have people helping
- IEEE Ottawa Section Funding
- Photographer
 - If we can find a student, even better
- Equipment
 - Juan: Renting equipment is cheap, we can rent the equipment and use it for DeFi and Wine and Cheese
- Motion to add \$2000 to Wine and Cheese budget: Victoria
- Second: Vlad
- No opposes, no abstentions, motion passes
 - Not obliged to use all of it

McNaughton → Moved to Updates

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

Updates

Treasurer (Ben)

- Some things overspent/underspent, just need to adjust the budget (omnibus incoming)
- Mini fridge

- \$270 to 45
- Microwave
 - \$207 to 209.04
- Miscellaneous
- Raspberry Pi
 - \$200 to 245.92
- TV
 - \$250 to 248.59
- Coffee machine + pods
 - \$200 to 124.29
- Motion to omnibus: Vlad
- Second: Alae
- No opposes, no abstentions, motion passes

- Motion to update budget: Vlad
- Second: Juan
- No opposes, no abstentions, motion passes

WIE Vice-Chair (Eda Su)

VP Academic (Rikki)

- Industry Night
 - March 24th at 7 PM CONFIRMED
 - Sign up form has been created
- Helping with DeFi Merch

ELG Commissioner (Ethan)

- Set up Raspberry Pi
- Get IT to set up ports

Chair (Vlad)

- DeFi Hackathon going full force
 - 2 workshops
 - 1 Hackathon
 - Funding should be secured soon (meeting tomorrow)
 - Expecting between 200-300 participants from a lot of unis

Vice-Chair (Madi)

Secretary (Pavly)

- Nothing in constitution for execs to hold office hours
 - Amend in next AGM
- Non-academic commissioners can hold office hours

WIE Chair (Victoria)

- Wine and Cheese
 - Confirm venue, get patronage out, then help will be needed

VP External (Mehedi)

VP Internal (Steven)

- Battle Royale
 - Completed EEF Presentation for Battle Royale
 - Marketing has already begun
 - SIGN UP!!!

VP Social (Sultan)

- FIFA Tournament
 - Hosted with CSSA VP Social
- Weekly movie night
 - Different genre every week
 - Live streaming movie is ehhhh

- In-person

VP Communications (Alae)

- Office hours posted (new update will be posted soon)
- He is swamped
 - Battle Royale
 - Wine and Cheese
 - DeFi HAcKathon
 - Sh*tposts are on standby for now
- Marketing Committee
 - Alae is currently a full-stack marketer
 - Having a marketing team → helps delegate tasks, have many roles
 - Vlad: Having many roles might cause confusion, having a marketing team will help solidify roles
 - Motion to add marketing committee: Vlad
 - Members:
 - VP Comms: Alae
 - Translation: Nizar
 - WIE Team
 - Design: Valerie
 - Second: Nizar
 - No opposes, no abstentions, motion passes

Webmaster (Loic)

- Hackathon
 - Website is up, need to fill out details

McNaughton Centre Director (Juan)

- PC

- Parts will be purchased shortly
- IEEE Grant that we haven't spent → more \$\$\$
- Office
 - Google form for snacks for the office
- Equipment
 - Everything in McNaughton lab has been tested except 2 Pis
 - Need commissioners to help with Altera and Dragonboards testing/setting up
- Budget
 - Overall budget only changed by 40\$
 - Set line for Misc Office Supplies
 - Add a new line for office beautification/renovation
 - Motion to add a budget line for office decorations for \$325: Juan
 - Second: Vlad
 - No opposes, no abstentions, motion passes
 - Textbooks
 - Books listed are already in the office or easy to find second hand
 - Merch
 - Will use the same supplier as ESS
 - \$400 will give us either:
 - 1 hoodies line, 1 shirt line, stickers
 - 3 shirt lines, 0 hoodies, stickers
 - Motion to allow any exec to sell merch using the tablet and square: Vlad
 - AS LONG AS they had training by Juan

- Second: Juan
- No opposes, no abstentions, motion passes
- Office supplies
 - Motion to amend the budget and add \$50 to office supplies: Juan
 - Second: Vlad
 - No opposes, no abstentions, motion passes
- ALAE takes responsibility for unapproved stickers on the wall

Photonics Chair

CEG Commissioner (Gianluca)

- Inventory of cabinets and testing will be done soon

SEG Commissioner (Is'Haaq)

Design Commissioner (Valerie)

- Events coming up → posters to be designed coming up

Equity Commissioner (Avneesh)

- Emails and communicating with other Equity commissioners
- Willing to help with any event

Translation Commissioner (Nizar)

- Helping with DeFi

WIE Design (Kaitlyn)

Varia

Closing Remarks

- Motion to adjourn the meeting: Vlad
- Second: Victoria
- Oppose: Alae notably
- Abstain: None

- Meeting adjourned!!