2021-10-24

IEEE Proposed Agenda

Expected Date of Meeting: October 24th, 2021

Expected Duration: 90 mins

Meeting Number: 3

Agenda

1. Call to Order and Introduction

2. Adoption of Previous Meeting Minutes

3. Adoption of Agenda

4. Commissioner IEEE Membership Vote

5. Updates

6. Varia

7. Closing Remarks

IEEE Meeting Minutes

Starts: 2:00PM

In Attendance:

- Vlad

- Ben

- Pavly

- Mehedi

- Alae

- Loic

- Victoria

- Eda Su

Excused Absences:

- Steven

- Rafi

- Rikki

- Is'Haaq

Call to Order and Introduction

Vlad: Meeting was supposed to be last week but we all forgot (oops)

Adoption of Previous Meeting Minutes

- Motion: Vlad

- Second: Victoria

- No opposes, no abstentions, motion passes

Adoption of Agenda

- Motion: Vlad

- Second: Victoria

- No opposes, no abstentions, motion passes

Commissioner IEEE Membership Vote

- For commissioners to vote, they need to have IEEE membership

  - Talked about it last year, didn't include in constitution

- Motion: Vlad

- Second: Alae

- No opposes, no abstentions, motion passes

Updates

Chair (Vlad)

- Prep for workshop

  - Early November

  - Hybrid

- Beginning to look at building PC with Rafi for office

  - Alae: Budget?

  - Vlad: $1000 (not including peripherals, we have a ton)

- Want to get rid of our peripherals

  - Keyboards, mice, monitors (All free!)

- Need to advertise office hours more aggressively

  - No one comes

  - We need to spread the word about IEEE

  - Alae: Would the marketing campaign be done on social media? Shooting a message on SITE discord

  - Vlad: Social media as well as discord. Talk about us as an organization that represents ELG, CEG students, we have resources for those students: helping in communicating with faculty, material, etc. Let people know our office is open, we have so much to offer, most of us have in-person office hours. Start pushing the switch that we're in-person first

  - Victoria: We should clarify what office hours are, such as come ask questions, use our textbooks. Explain what it is, make them feel welcome

  - Vlad: Make it a welcoming atmosphere. Use not only social media, but we can also use light up sign, create posters, something that people can see

  - Michal: We are the official sub-association for ELG, CEG, we do officially represent them. For office hours and resources, make sure you don't have past

exams, watch the line between helping someone with an assignment and doing it for them (academic fraud)

- Loic: We need to figure out what to do with the door. Someone wandering on 4th floor of SITE will never know since door is always closed

- Vlad: Alae will bring door stopper to keep door open. Word of mouth can do wonders. We used to have LED strips on the door, we can have them on whenever we're inside the office

- Eda: Create a post that anyone can study in the office, they can use office hours to study in the office, not only to come to see execs or buy stuff

- Vlad: Make it known that it's a place to socialize, a place they can stay awhile, hang out

Vice-Chair (Madi)

- No updates

Treasurer (Ben)

- Almost have e-transfer working

- Budget amendment
  - Moved things around, adjusted categories, made sure everything is in its correct section
  - Only thing that changed is comms budget: at $510 now
    - $350 for marketing fee
    - $160 for TikTok competition winners
      - $80 for fall competition, $80 for winter competition
  - Budget needs to be on website by **November 1st**
  - Michal: Audit by ESS, have we heard anything about it?
  - Vlad: I believe it's November 1st
  - Victoria: We bought boardgames (CLUE, Spot It, Uno, Cards Against Humanity, What Do You Meme)
    - Increase Big Eng Little Eng budget to $150

- - Motion: Victoria

    - Second: Alae

    - No opposes, no abstentions, motion passes

  - Ben: Why is going to cost $1000 for textbooks?

  - Vlad: Added into budget with assumption that textbooks are ~$100 each, textbooks we don't currently have

    - Rafi's friend has books they're willing to get rid off, package for $250

- Motion to omnibus

  - Comm's changes adding $80

  - WIE changes (Big Eng Little Eng budget)

  - Changes to structure

  - Motion: Ben

  - Second: Victoria

  - Vlad opposes (not oppose to change, opposes to omnibus structure), no abstentions, motion passes

- Motion to vote omnibus

  - Motion: Ben

  - Second: Alae

  - Alae opposes (not oppose to change, opposes to omnibus structure), no abstentions, motion passes

Secretary (Pavly)

- No updates

WIE Chair (Victoria)

- Organized boardgame night for Big Eng Little Eng

  - Will be held in our office + second room booked in SITE floor (10 capacity)

  - Max people is 7 in office

- Will buy small snacks for event (cookies)
- Alae: If we already reached limit, not sure if it will be good idea to market it?
- Victoria: Don't want it to be too big of an event, word of mouth
- Eda: considering renting out another room in SITE if we run out of room
- Women Tech Panel

WIE Vice-Chair (Eda Su)

- Same as above

VP External (Mehedi)

- Looking through transition slides
- SPAC slides
  - Is there any updated slides as slides are from 2015?

VP Internal (Steven)

- Planning on creating google form to gather list of volunteers for school year
- Gather list of events that will require volunteers
  - Vlad will be adding column for volunteers, just add how many you need onto the form

VP Academic (Rikki)

- Exam schedule is out
  - Planning cookies n cram events
    - ITI 1120: Dec 8th
    - CEG 2136: Dec 6th
    - ELG 2138: Dec 14th
    - CSI 2110: Dec 12th
    - ~~GNG 1106~~ (Alae willing to help)
  - Hybrid
  - Schedule will be done (hopefully) end of reading week, then advertisement

- - Michal: Make sure if it is a past exam, it's one that's been posted by the prof, or textbook questions

VP Social (Ali)

- No updates

VP Communications (Alae)

- Annual Robotics Competition

  - Looking for volunteers

- S***posts

  - Vlad: Include an actual picture of the exec to make sure face is visible. First slide is shitpost, second is actual person of exec

  - Alae: Can take a group picture

  - Victoria: Professional/High-quality pictures, headshots

- By the end of reading week, first tiktok will be posted!!!

  - help out, make your own tiktoks!!

- Exec sewing night!

  - Alae will be giving out free patches

- Get IEEE LinkedIn rolling

  - Michal: On mobile, doesn't show option to add admin

  - Michal can make Vlad super-admin, and he can make Alae content admin

Webmaster (Loic)

- Doing research on how to populate events page

  - Wants to code a script so that everytime a facebook event is posted, the event gets posted on our website

    - Vlad: Server side polling, make a python script that checks once an hour and then throws it on the website, host the server on a raspberry pi

  - A lot of traffic on our website (great success!)

McNaughton Centre Director (Rafi)

- Start to build PC

    - Open to execs

- Textbooks

    - Bulk for $250

    - Should make EECS our priority textbooks

    - Alae: We should get RECENT comp arch textbooks

    - Vlad: We should get books 2017+

Photonics Chair (Khaled)

- No updates

Varia

Closing Remarks

- Motion to adjourn meeting: Vlad

- Second: Eda

- Oppose: Alae VERY notably

- Abstain: None

- Meeting adjourned!!