Dalhousie Women in Technology Society

Minutes of the meeting

August 22, 2019
6:00pm – 7:00pm
Goldberg Slonim Room

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Alicia Wong [President]</td>
<td>Zaaheda Islam</td>
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<td>Emily Auclair [VPE]</td>
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<td>Maria Jessen [VPI]</td>
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<td>Emma Travers [Treasurer]</td>
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<td>Olivia Handspiker [Fall Interim Treasurer]</td>
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<td>Sanju Swami [Secretary]</td>
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<td>Allan Jones</td>
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<td>Anaik Chacon</td>
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<td>Anna Liang</td>
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<td>Sean Devine</td>
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Agenda Items:

- Introductions & Attendance
  - Join the slack, you can self-join it or be invited to it
• Announcements
  o WiTS Social – September 5th 6:30 – 8:30pm (Atrium) - Thursday
  o Peer Mentorship Applications due September 6th.
  o Society Fair – September 19 - 11am-3pm (Quad)
  o First Fall WiTS Meeting – the Week of September 23rd – date TBA
  o 2019 WiTS Local Hack Day: Learn – Saturday October 12th (9am – 5pm)

• Executives’ Updates
  o President (Alicia)
    ▪ Merch is done, currently waiting for the delivery of the t-shirts.
    ▪ Peer mentorship program is coming along, we are partnering with the faculty and doing workshops, events for the program.
    ▪ We will be picking the meeting time for fall semester today.
    ▪ Treasurer transition is happening currently, and the banking details are being sorted out.
    ▪ Attended a meeting with Giselle Jean Baptiste today about collaboration between the government and wits to make it a better cultural experience for students, especially female.
  o VP External (Emily)
    ▪ Started organizing the lecture visits, using the volunteers trello to get volunteers for them.
    ▪ Edited articles for the newsletter.
    ▪ Currently working toward the budget and helping with the banking transition.
  o VP Internal (Maria)
    ▪ Had a meeting about social media with the social media team.
    ▪ For the first week of September, planned to do an AMA with the entire communication team for the entire week focused on the needs and questions of first year students.
    ▪ Plans to start interactive stories on Instagram and also stories during the meetings.
Newsletter work like editing the articles and the graphics of the newsletter is currently going on.

Has setup volunteer Trello and needs to invite people to it through email.

Sent a pizza money proposal for the WiTS meeting to the CSS.

- Treasurer (Emma) (Interim – Olivia)
  - Emma:
    - Made the budget, went a bit over but we still have enough funds to plan some really nice things for the upcoming semesters.
    - We also tried to add new signing authority, it went okay.
  - Olivia:
    - Almost finished getting the things done regarding being a consignee for the society, but bank said that they need an appointment.
    - Has an appoint for tomorrow with the bank to finish the process. The bank employee she talked to has taken the letter for the addition of the signatures.
    - Only need to finish getting all the signatures – we have a copy.
    - Budget is done, Emma and Olivia have the budget and any related concerns regarding it go to them. The reports are done for the faculty.

- Secretary (Sanju)
  - Sent and replied to emails for the volunteer t-shirts.

- Council Updates
- Discussion/Proposals/Feedback
  - Next Internal Event
    - Last internal event for the summer, Chocolate Lake or dinner: Boston Pizza or Sushi.
    - Decided on Boston Pizza on 28th August Wednesday at 6.30.
- Attendees need to let Maria know on Slack by Monday evening.
  - Fall Recruitment
    - WiTS Social
      - Budgeted for 125 people for 2 hours.
      - Event budget:
        - Subway platters: serves 5-9 38$ -> 10*42 = $483
        - Salad: 40*2 = 80
        - Snacks: 80$
        - Supplies: $20
        - Total: 633$
    - CS Orientations
      - 16\textsuperscript{th} September 6-7 at room 127 with CSS, all the cs societies are going to be there for it.
      - Kahoot game and then stuff about the societies.
  - The Society Fair
    - September 19 - 11am-3pm (Quad)
      - The information board for the event needs to be redone before the fair.
  - Volunteers
    - Presently, need people to man the booth.
  - Peer Mentorship Questions/Answers
    - Will there be interviews?
      - There will be interviews for both mentors and mentees.
      - The interview will be informal.
    - WiTS executive members can write your reference letters for the mentor applications.
    - Send us a message or email about if you need a reference.
  - Merchandise
- Have the mockups ready for the mugs by the next meeting.
  - Local Hack Day:
    - The two workshops chosen for the event were “Basic Python for AI (Part 1)” and “Twilio: Send sms messages – learn about API calls, play Twilio quests”.
    - We have looked at prerequisites to fit the first years and there is no coding experience required for either of them.
    - There needs to be a choice made between two sponsored workshops for the event. The workshops are sponsored by:
      - Amazon AWS and IBM
    - The two workshops are:
      - AWS- build and set up your first website using AWS.
        - They need to sign up for an AWS account. Need to put in the credit card info for signing up for it.
      - IBM- What the Hack is the mainframe?
        - It’s a difficult workshop.
        - Everyone needs to download a particular software for the workshop.
    - We decided on checking about the account creation for the AWS workshop.
    - Food suggestions: Lunch and Continental breakfast.
      - Meeting times picked for the fall semester- Thursdays at 7.
      - Sean suggested to collect on the pizza money from the CSS at the beginning of the semester.
        - Maria agreed to make changes in her proposal.
      - September 3rd, CS scavenger hunt
        - WiTS will be providing volunteers for the event who will provide answer to a WiTS related question.

MEETING ADJOURNED
Other Information:

- Stay Connected
  - Join Our Slack: dalwits.slack.com (use Dalhousie Email to sign-up)