Dalhousie Women in Technology Society

Minutes of the Meeting

July 18, 2019
6:00pm – 7:00pm
Goldberg Slonim Room

Agenda Items:

• Introductions & Attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Alicia Wong (President)</td>
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<td>Maria Jessen (VP Internal)</td>
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<td>Emma Travers (VP External)</td>
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<td>Emily Auclair (Treasurer)</td>
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<td>Sanju Swami (Secretary)</td>
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<td>Megan Deering</td>
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<td>Olivia Handspiker</td>
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<td>Tabea Marzlin</td>
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• Announcements
  
  o August Meetings: Tuesday, August 6 and Thursday August 22
    
    • As there is a lot to be done, there will be two meetings in August to plan updating the society fair board and lecture visits.
• Executives’ Updates
  
  o President (Alicia)
    ▪ Met with Ashley
    ▪ Another meeting with Ashley on Monday coming up regarding peer mentorship.
    ▪ Social media meeting on Wednesday to better market ourselves. - Anaik, Olivia and Zaaheda are also attending.
    ▪ Emma is going to update about merch.
    ▪ Working with funding tomorrow.
  
  o VP External (Emily)
    ▪ Script stuff for the lecture visits. Alicia’s off work for the first week of school.
    ▪ We need to email the profs as well regarding the visits.
  
  o VP Internal (Maria)
    ▪ Faculty BBQ planning with Ashley, with vegan options, registration sent out.
      ▪ It’s on the quad.
      ▪ Looking for volunteers for the BBQ, food service experience preferred.
      ▪ Volunteer work: Crowd control and food prep. Set up and tear down.
      ▪ Set up starts at 1. Bbq is between 3-6pm o friday. There’s going to be games.
      ▪ The event is cancelled if it rains.
      ▪ Internal event- it was great with friendly dogs and squirrels. Plans for Chocolate Lake trip before fall semester.
  
  o Treasurer (Emma)
    ▪ Volunteer merch email sent.
    ▪ Will be away in the fall for co-op. Won’t be able to fulfill treasurer responsibilities in the fall.
▪ New budget and automatic funding so that we don’t need to ask for it multiple times.

▪ Looking to find an Interim treasurer for the fall. Will help out with the person coming in with the nitty-gritty of it. Still deciding whether there needs to be an election or not. Will officially fill up the position on the 6th. Need to send out an email for this.

▪ Treasurer responsibilities:
  • Receipts and checks.
  • Everything must be kept in record meticulously.
  • Create the budget.
  • Will give a tutorial for the process.

▪ Budget meeting with Margie tomorrow.

▪ Will be reaching out to all the council members in the fall to ensure all the positions are filled and done properly. -Alicia

  o Secretary (Sanju)
    • Sent out the merch email
    • Sent and replied to emails through the WiTS email account.

▪ Council Updates

▪ Discussion/Proposals/Feedback
  
  o Internal Event Feedback
    ▪ Would prefer an actual beach next time.
    ▪ Emily wants it to be in the evening, on a weekday.
    ▪ Won’t be till midway through August.
    ▪ Proposed event: Chocolate lake – because it is accessible via bus.

  o Fall Recruitment
    ▪ Need to have a list of events planned for September.
      • WiTS’s first meeting should have:
        o small presentations regarding the council and exec.
“Welcome / how to university/ how to Halifax” session.

- Slack tutorial.
- Q/A session regarding the society and council.

- peer mentorship kickoff event
- peer mentorship- is going to have all female mentors, there will be application filtering this time.
- CS orientation event/ kickoff.
- lecture visits
- society fair – we need to fix the poster.

- Social media
  - bios in August once a week.
  - Tabea- july bio- need to send in a pic and bio with a shout out to WiTS.
  - show how diverse wits is through the bios. - Maria is going to post it.
  - **Instagram** is our most active account right now. In September, we need to do account takeover and a questionnaire about university stuff.

- Twitter has the most followers, but Instagram is our main way to reach our audience.
- DM dalwits with memes and cool stuff on Instagram.
- Don’t send offensive stuff to the account otherwise it will be deleted.
- O-week – we are not doing a separate event regarding the society.

- Merchandise Brainstorming
  - Email sent regarding Volunteer t-shirts.
  - Need to follow up with the company about the order. –
  - Volunteer t-shirt: black t-shirt with the logo.
  - Need to be done by September.
Non-volunteer merch – crew neck, embroidered, need samples for August 6th meeting.

Other event ideas – workshops? Guests?
- Workshops with women in tech mentors, or corporate contacts who want to reach out and talk to the members of the society.
- Major League Hacking-
  - an organization that runs hackathons around the world
  - makes it easy to host hackathons.
  - **Local Hack Day – October 12th, a day long event, will expose us to more corporations.**
    - They give us the resources and we just take care of the event.
    - Will provide recognition to the school.
    - The more people attending the event, the more swag.

Newsletter
- Theme: how to survive university/Halifax.
- Proposal by 31st July. – should contain the topic and author name.
- 2 weeks to write the draft.
- Can contain graphic design, drawing and articles.
- Good for international students.
- You can send questions regarding this newsletter to Maria.
- Article max word limit: 800 words. - Needs to fit on 1 page.

General Questions
- Suggestion for internal event: Boardroom Café- Barrington

**MEETING ADJOURNED**

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