

WIE Planning Meeting Agenda & Minutes – July 23, 2009

In Attendance: Lesley, Chrystal, Colleen, Liting, Amine, Silke

Absent: Joy, Dawn

Agenda

1. Review Previous Minutes & Action Items (Chair)
2. Update Contact Information (All)
3. Status of Planning for September Event (Colleen & Dawn)
4. Planning for Events for Remainder of 2009 (Liting, Silke, Others)
5. Updates on WIE Website (Amine)
6. Buddy System Update – How is it working? (All)
7. Round Table (All)
8. Next Meeting (Chair)

Discussions

First Item...

- Review Minutes:
 1. Topic: BBQ event for IEEE – section executive meeting only – Amine (new treasure) and Lesley (vice-chair) might attend
 2. who has pictures of previous events
Action Item: Lesley and Anybody how was pictures of previous events please send them to Amine so that they can be put on the website - ASAP
 3. L31 – Silke to file them for administrative events and Chrystal to file them for other events – we need at least 6 technical events to get a \$75 bonus so far we are still 2 technical events short
Action Item: Lesley to show Silke and Chrystal how to file them – ASAP
Action Item: Chrystal to collect all event ideas and to contact Dawn to collect more ideas

Second Item...

update contact list, we have a new member Susan Lim

Action Item: Silke to update List

Third Item...

- September Event:
Planner: Colleen & Dawn:
Busses run approx. \$700 to \$ 900 plus GST that divides to about \$15-20 per person
Breakfast on bus maybe \$2.00 for ex. Juice and Muffin
Is there a need to have a munch in a restaurant?
Snack for on the way home
Would like to charge about \$40-50 per person to break even.
Pembina branch showed interest in meeting us there.
Action Item: Lesley to send note to Jim for contact.

Fourth Item...

- Remainder of 2009:
 1. Oct. 5th, waiting for more details from hospital, everything is going well so far
(Liting) DATE : Oct 5th 4PM
 2. November has to be a technical topic to meet quote, Chrystal is collecting Ideas
Action Item: Anybody with especially technical Ideas, pass them on to Chrystal ASAP.
 3. December Event will be a networking event – location in the south end of the City
Action Item: Lesley to send Triple B Menu over
- 4. In October we want to start planning for the set up for next years event

Fifth Item...

- Update in Website –
Amine has not had a chance to get to together with Dawn, yet

Sixth Item...

- Buddy System:
Lesley and Chrystal met twice.
Lesley and Silke had a phone-conference.
Dawn has a new Buddy

**Next WIE Meeting:
Monday 31 July, 2009
7 – 8:30 pm**

**Location FYXX Coffee House
835 Dakota Street
on just the other side of St Vital Mall.**