**Meeting Minutes: 4th IEEE WIE New Brunswick – ExCom Meeting (June)**

**Date:** June 6, 2025

**Time:** 1.00 PM via Teams

**Members Present:** Dr. Windhya Rankothge, Dr. Lillian Olule, Dr. Samitha Chanchal, Ms. Nethmi Hettiarachchi

**1. Welcome and Opening Remarks**

Dr. Windhya Rankothge chaired the meeting and welcomed all executive committee members.

**2. Funding Opportunities: - [Treasurer Dr. Samitha Chanchal]:**

* Special funding ($400) and initial funding ($200) are available for affinity groups or student societies.
* Application requires a detailed proposal outlining the activity, its need, participants, and a budget.
* Special funding is preferred as it offers more resources and favors hands-on activities over events.
* Funding applications are reviewed every 3 months and criteria may change.

**3. Event Ideas: Multicultural Association Event**

* Proposal to organize a hands-on, community-focused event at the Multicultural Center or similar venue.
* Suggested collaboration with a department representative who has prior experience with outreach projects and educational activities.
* Idea to involve local organizations like Ignite and Opportunities NB for broader impact and engagement.

**Timelines & Availability:**

* Summer vacation period (June 20 – early September) is ideal as kids and families are more available.
* Potential event duration: 2–3 hours.

**Next Steps and Action Items**

1. Arrange a three-way meeting with the department representative to discuss feasibility, timeline for the multicultural event.
2. Finalize event date(s), budget, and activities for the funding application.
3. Explore further collaborations with local organizations to enhance the event’s reach.

**6. Adjournment**

The meeting was concluded with a discussion on future plans and collaboration efforts. The next meeting will be scheduled accordingly.

**Prepared by:** Nethmi Hettiarachchi [Secretary]

**Date:** 02/05/2024