

May 2026 General Meeting Minutes

Monday | May 25th

Location: Discord	Meeting Chair: Jennifer Huang, Sydney Komanac
Meeting Minutes: Manjari Prasad	

ATTENDEES			
✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Sydney Komanac	President		
Jennifer Huang	President		
Manjari Prasad	Secretary		
Stella Shan	Treasurer		
Tina Kaur	Director of Sponsorships		
Chhaya Pradhan	Director of Communications		
Phoebe Cai	Director of Events		
Sia Garg	Director of Events		
Alexis Yew	Director of Technical Events		
Praneet Kaur	Director of Technical Events		
Asmi Pahwa	Director of Marketing		
Bianca Dimaano	Director of Visual Design		
Emily Quan	Director of Visual Design		
Malaika Qureshi	Director of Mentorship		
Aeris Chan	Executive at Large		

Meeting COMMENCED: 19:32

AGENDA and TOPICS DISCUSSED

✨ ONGOING INITIATIVES

EXECUTIVE

★ Sydney & Jennifer - Presidents

1. Director of Graduate Events applications
 - a. Made a google form
 - b. Design request process completed so put in a request for the post
 - c. Applications open Early June and due Mid June
2. SFU 60th Anniversary FAS Alumni Homecoming Event
 - a. **Saturday, June 6th**
 - b. Jennifer and Sydney tabling for WiCS
 - c. Gonna have a reel on iPad with a mini-challenge like follow our instagram and give merch or candy as gifts.
3. FAS Funding Workshop
 - a. Attended with Stella last week
 - b. Nancy went over the funding process!!
 - c. Jennifer and Sydney working with Stella to submit funding process
4. BMO Trip - Signing Officers
 - a. BMO Trip attended!
 - b. As sumo retired, we need a new faculty on there
 - Reach out to Renee – Task for Jennifer and Sydney
 - c. Online Banking activated but error for Stella everytime she tried to send money :(
 - d. Jennifer's access for the debit card to be fixed too cuz lady at BMO got her drivers license number wrong.
 - Follow up appoint to BMO to be booked
5. Keys
 - a. Sydney's been sorting out key transfers
 - b. We have almost all old exec keys!!
 - c. Keys to be given to Alexis and Malaika
 - DM Sydney with which days and times available to transfer key
6. Appoint Pollers
 - a. 2-3 execs assigned last year as pollers
 - b. Polls have been active lately!!
 - c. Looking for new exec members to be appointed now (or non-exec at the next meeting)
 - d. SIA AS POLLER!!!!
7. Exec Social Motion

★ Manjari - Secretary

1. Start figuring out how to use and update websites

- a. Post on actual items

★ Stella - Treasurer

1. BMO Trip
 - a. (same as what's above)
 - Cards activated and ownership transferred to co-pres and Stella
2. Finance Summary Sheet
 - a. Transfer money back to everyone this week (hopefully)
 - b. No formal summer budget given last year but we might need to look into that and figure out budgeting for this summer
3. FAS Funding Application
 - a. Co-presidents and Stella are gonna start working on that as soon as we have money!
4. Reimbursements (To Aeris and Jennifer)
 - a. Hopefully by this week!!
 - b. Everything is BMOs fault :(

★ Tina - Director of Sponsorships

1. Securing 2026-2027 Sponsors
 - a. Reached out to current sponsors and the ones we didnt reach out to last exec year
 - b. Sponsors from RBC Borealis, ILM, etc. are out of office and will return the first week of June and Tina will reach out again then and ask if they're interested in sponsoring
 - c. Right now, no replies though 😞
 - d. Also waiting for a reply from Teck

★ Chhaya - Director of Communications

1. Summer Newsletter
 - a. Pretty much done and sent it to visual design today to check it out!
2. Exec Autoforwarding
 - a. More than 10 people but Chhaya has it all figured out!!!
3. Mailing Lists
 - a. Still following up with Renee
 - b. Emailed her today and hopefully she will respond by tomorrow

4. Recalled today's mail with the right date and hopefully it works!

★ Phoebe & Sia - Director of Events

1. Brainstorm First Event
 - a. Paint on tote bags or flower pots (leaning towards flower pots though)
 - We do have leftover tote bags though!!
 - We also have leftover paint materials from previous events somewhere in the common room!
 - b. Beginning of June 2nd week before people get busy

- c. Submit design request once that's finalized
- d. Motion for the budget passed!

★ Alexis & Praneet - Director of Technical Events

1. Brainstorm First Event
 - a. 4-5 ideas! Hopefully 1 event a month
 - b. Hardware workshop
 - More hands-on and new
 - Need to plan out the budget and requires more planning
 - Maybe collab with WiE
 - Their team is still being onboarded
 - We have a WiE x WiCS channel to contact them as well! Presidents are in there so ping them first!
 - c. Build a chrome extension
 - As the first event
 - Probably Early June
2. AWS Reachback
 - a. Praneet available!
 - b. Happening on July 9th

★ Bianca & Emily - Director of Visual Design

1. Completed the following design requests:
 - a. Monthly Hangout
 - Graphic finished and its up on discord and email and hopefully it will be up on instagram soon too
2. Design vision for the year
 - a. Looking for inspiration and doing some brainstorming
3. Exec intro posts
 - a. Will edit headshots this week
 - Submit a formal design request for this
 - b. Will work on graphics after we confirm a visual direction for this year!
 - c. Need access to the Google Form for blurbs (I think)
4. Remaining headshots
 - a. Have people submit their own headshots - send an announcement soon
 - Last year everyone just took some photos with greenery in the background
5. 📢 **Design Request Forum has been made!** 📢
 - a. Post your design requests here.
 - b. Moved away from Google Forms to increase the visibility of upcoming events & things we need to post.
 - c. Please read through the post guidelines, template, and examples! If you have any questions, reach out to us :D

★ Asmi - Director of Marketing

1. WiCS CR Promotions
2. Marketing Ideas
3. Marketing Calendar

★ Malaika - Director of Mentorship

1. Mentorship Program Logistics
 - a. Looked through the Google Drive
 - b. Will be working on arranging things after this week!
 - c. Ensure familiarity with all the docs!

★ Aeris - Executive at Large

1. Monthly Hangout
 - a. Submitted design request
 - b. Posted on Discord too!
 - c. Set for May 29th (2PM-4PM)
 - d. Document on Google Drive for all the info
2. Juice Refill for CR
 - a. Motion passed!
3. CR Cleanup to be scheduled
 - a. Can't use TASC closet due to renovation
 - b. We also need to check inventory for merch
 - c. Jennifer and Sydney can organize a Crabfit to figure out the day

GENERAL

★ GHC Grants

1. Applications closed last Friday
2. Decisions will be made tmrw night and will be out sometime next week

★ Google Calendar

1. Pinned message with Google Calendar in wics-announcements
2. Check this to avoid overlap amongst events!
3. Director of Communication (Chhaya) will update it often but update it to alleviate her load
<3

✨UPCOMING EVENTS

07/09/26	AWS Reachback
----------	----------------------

✨MOTIONS

1. MOTION \$20 to pay Sydney Komanac for FAS Homecoming Event Candy
 - a. Motioned by Sydney Komanac
 - b. Seconded by Jennifer Huang
 - c. Motion: **Passed**/Failed
2. MOTION \$331.80 to pay Jennifer Huang for Exec Social Dinner

- a. Motioned by Jennifer Huang
 - b. Seconded by Tina Kaur
 - c. Motion: **Passed**/Failed
- 3. MOTION \$150 to pay Sia Garg for Social Hangout (including sprays, foods and drinks)
 - a. Motioned by Sia Garg
 - b. Seconded by Phoebe Cai
 - c. Motion: **Passed**/Failed
- 4. MOTION \$20.20 to pay Aeris Chan for Juice Refill
 - a. Motioned by Aeris Chan
 - b. Seconded by Malaika Qureshi
 - c. Motion: **Passed**/Failed
- 5. MOTION \$65.84 to pay Aeris Chan for Monthly Craft Night
 - a. Motioned by Aeris Chan
 - b. Seconded by Aniyah Bohnen
 - c. Motion: **Passed**/Failed

Meeting ADJOURNED: 20:10

✨ ACTION ITEMS

Presidents: Sydney & Jennifer	★ SFU 60th Anniversary FAS Alumni Homecoming Event ○ Tabling June 6th ★ Key Transfers to Alexis and Malaika ★ Follow up with BMO ○ Fix Jennifer's debit card access ★ Work with Stella on FAS Funding Application ★ Organize a Crabfit for CR cleanup day (+check merch inventory) ★ Reach out to Renee about adding a new faculty signing officer ★ Director of Graduate Events Applications
Secretary: Manjari	★ Upload Meeting Minutes ★ Test AEM Portal
Treasurer: Stella	★ Transfer reimbursements to: ○ Aeris ○ Jennifer ○ Sia (once posted) ★ Work on FAS Funding Application with co-presidents ★ Look into summer budgeting
Director of Sponsorships: Tina	★ Re-reach out to sponsors in first week of June ★ Reach out to new potential sponsors

Director of Communications: Chhaya	★ Follow up with Renee on mailing lists ★ Update Google Calendar regularly ★ Send Newsletter draft
Director of Events: Phoebe & Sia	★ Finalize first event ○ Submit Design request
Director of Technical Events: Alexis & Praneet	★ Plan Chrome extension event for early June ★ Budget planning for hardware workshop ★ Praneet: AWS Reachback on July 9th
Director of Marketing: Asmi	★ Work on WiCS CR promotions, marketing ideas, and marketing calendar ★ Test login access to socials
Director of Visual Design: Bianca & Emily	★ Edit Exec headshots this week ★ Send announcement for remaining headshot submissions ★ Work on design vision for the year
Director of Mentorship: Malaika	★ Arrange mentorship program logistics using Google Drive docs
Executive at Large: Aeris	★ Monthly Hangout coordination ○ May 29th, 2-4 PM