{WiCS}
SFU Women in Computing Science

September 2026 General Meeting Minutes

Tuesday | Sep 29th

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

ATTENDEES

✨CORE EXECUTIVES		✨UNION MEMBERS
Sydney Komanac	President	Amandeep Manan
Jennifer Huang	President	
Manjari Prasad	Secretary	
Stella Shan	Treasurer	
Tina Kaur	Director of Sponsorships	
Phoebe Cai	Director of Events	
Sia Garg	Director of Events	
Alexis Yew	Director of Technical Events	
Praneet Kaur	Director of Technical Events	
Isabelle Kwan	Director of Graduate Events	
Bianca Dimaano	Director of Visual Design	
Emily Quan	Director of Visual Design	
Malaika Qureshi	Director of Marketing	
Aeris Chan	Executive at Large	

Meeting COMMENCED: 20:03

AGENDA and TOPICS DISCUSSED

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✨ONGOING INITIATIVES

EXECUTIVE

★ Sydney & Jennifer - Presidents
- Try/CATCH
  a. Registration is officially open
     - Spread the word gang
  b. Ordering merch
  c. Catering nearly finalized
  d. Will send more details to coordinate costco run later
- Networking Night
  a. Had first meeting last week
  b. Getting everyone started with templates
  c. Will have more updates by next week, biweekly meetings
- StormHacks Prize Track
  a. Bought the prizes
  b. Finalized judges: Sydney, Praneet, Chhaya
- VIP Breakfast + Fireside Chat w/ Dr. Maria Klawe
  a. Today was the deadline
  b. Jennifer & Sydney shared event with previous execs (we didnt fill out enough spots that we had) – one person signed up
- Study Marathon
  a. We still have 3 more weeks to go
  b. Everyone's active and continue to stay strong
  c. Might get the amazing prize!!
- CAN-CWIC Grants
  a. Late November this year
  b. TODO: Get in touch with Lawrence to get the grant
  c. Will also be posting about the event soon cuz we helped them with marketing
- Lunch & Learns
  a. TODO: Will communicate with volunteers
  b. Every semester we try to do lunch and learn in Burnaby and Surrey
  c. Make sure events dont crash

★ Manjari - Secretary
- She was cooking the try/catch website with tina yes she was cooking hard
- Once there's free time, discuss with Asmi and Chhaya about more blogs
- Add Jennifer's blog to the website

★ Stella - Treasurer
- Pretty chill week.
- Did 3 reimbursements for the ones that were motioned

- Updating budget as we go so will update with others on if they're going over or if there's still wiggle room left
- Will go over finance info for try/catch soon and double check that everything looks good

★ Tina - Director of Sponsorships
- Orbis office tour details finalized - 27 registered attendees 🥳
- No update from other WiCS sponsors regarding boothing for try/CATCH except for SAP. Will send a follow up email this Thursday
- Planning to open workday event registrations (November 3) during the second week of October.
    a. That works fine as long as it doesnt clash with any other promotional stuff
    b. Check other planned posts once we get closer – Will check with Asmi about it

★ Chhaya - Director of Communications
- Weekly Newsletter
- Usual emails :)
- CAN-CWIC

★ Phoebe & Sia - Director of Events
- All paint palettes and charcuterie board have been relocated
- Found air dry clay in TASC closet
- SOSY has enough but we might take it anyways
- Still waiting to confirm on location about it but we're waiting on design as well
    a. Between 2 rooms for now
- For the cafe crawl – 17th October, 11AM-5 PM
    a. Concern around increasing it was that people might leave earlier
    b. And because capacity is limited, we might want them to stay
    c. 3 cafes planned – At New West Skytrain station
        - Coasters Coffee
        - Afterhours Cafe
        - Delicia Cafe & Bakery
    d. Will call cafes and ask if we can book in advance
    e. Cafe intervals – 2 hours or 1.5 hours

★ Alexis & Praneet - Director of Technical Events
- Web Dev Workshop went really well
- Extra juices in common room
- Started reaching out to hosts for next workshop
    a. Probably DevOps and Blueprint
- Ask other friends who are interested as well
- When you post in finance chat pinging Stella, just post a receipt with actual amount

★ Isabelle - Director of Graduate Events

- Hosted grad event (6 people ish overall but they came at different times, small turnout but good chats!)
- coordinating cancwic stuff!

★ Bianca & Emily - Director of Visual Design
- Finished:
  a. Crafts in the Cosmos post
  b. Orbis Office Tour post
- Working on:
  a. CAN-CWIC post
  b. (Girlies) Clay Crafts and Fridge Magnets post
- Merch
  a. Interest poll results
     - Keychains: 24% votes
     - Apparel (hoodies, sweatshirt, t-shirt, etc): 23% votes
       - Could do a restock with pre-existing current hoodie
       - Could also do 1 new design
         - Send out interest form and see if people want it in a different color
     - Stickers: 15% votes
     - Tote bag: 11% votes
     - Lanyard: 10% votes
  b. Maybe we can do keychains + lanyards next?
  c. Are we interested in getting WiCS hoodies again?
     - Any interest in exec quarter zips?
       - YES!!!!!!!!!!!!!!!

★ Asmi - Director of Marketing
- Marketing calendar updated (almost) - refining it as I go so it can be useful to all execs
- Orbis tour post is up
- Crafts in the cosmos post is up
- Will be attending Orbis tour as an exec behalf of tina
- No can-cwic updates from my side so far - all i know is few new sponsors were confirmed

★ Malaika - Director of Mentorship
- Have 14 mentees and 14 mentors so will be doing a one to one pairing
- Sent out an email to mentors and mentees asking when they are available for Meet with the Mentor
  a. Planning on doing it on one of the days between October 5 to October 11
- Asked Maria about booking the downtown campus
  a. The problem was that booking the downtown campus was either too expensive and/or the rooms were too small
     - Look into what the actual issue is.
     - If it is budget, we'll try and see if its too much

        - Or else we can negotiate with UBC to come to SFU instead
    - Realized a calculation error about the coffee budget; was planning on doing $5 per person per month but that is not possible with the current budget.
        a. Alternatives? Apply for SFSS grant?
            - Gonna be a no cuz we're not SFSS affiliated
        b. Could consider saving the budget for mentorship wide events
        c. Or could lower the frequency (just once per semester (maybe twice)) –think about this
    - Suggested a gift card at the end to reward active members (specifically mentors as a thank you)
        a. Not worth it enough. Allocate money to encourage them to meet up instead
        b. Usually mentors are better at staying active

★ Aeris - Executive at Large
- Today was Crafts in the Cosmos
- Went pretty well but was a little over budget
- Around 7 people
- Brought scissor to campus
- Need to send pics in chat– upload to drive
- Goal is also to make monthly hangouts a volunteer opportunity as well
    a. For future monthly hangouts, get around 2 people to help them plan
    b. They would be the main organizers and you can guide them as needed
    c. Also less work for you (save your brain)

GENERAL

★ Notion Marketing Calendar here
- @ all Event Organizers
- Check this whenever you begin planning/ideating an event
- Send Asmi your mail id so she can add you onto Notion as well
- Be more aware of other events and spread it out

✨UPCOMING EVENTS	
9/29/2026	**Crafts in the Cosmos (3-5 PM)**
10/01/2026	**WiCS x Orbis Investments Office Tour (4-6 PM)**
10/06/2026	**WiCS x SSSS Girlies Fall: Clay Crafts & Fridge Magnets (3:30-6 PM)**

✨MOTIONS

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1. MOTION $100 to pay Sia Garg for Girlies Noon
    a. Motioned by Sia Garg
    b. Seconded by Isabelle Kwan
    c. Motion: Passed/Failed

2. MOTION $200 to pay Sia Garg for Cafe Crawl
    a. Motioned by Sia Garg
    b. Seconded by Isabelle Kwan
    c. Motion: Passed/Failed

3. MOTION $98.75 to pay Aeris Chan for Crafts in the Cosmos
    a. Motioned by Aeris Chan
    b. Seconded by Alexis Yew
    c. Motion: Passed/Failed

Meeting ADJOURNED: 20:39

✨ACTION ITEMS	
Presidents: Sydney & Jennifer	★ Finalize catering and send details to coordinate the Costco run ★ Continue Networking Night biweekly meetings ★ Get in touch with Lawrence re: the CAN-CWIC grant ★ Post about the CAN-CWIC event ★ Coordinate with volunteers for Lunch & Learns (Burnaby and Surrey), making sure events don't clash
Secretary: Manjari	★ Upload meeting minutes ★ Once there's time, talk to Asmi and Chhaya about more blogs ★ Add Jennifer's blog to the website
Treasurer: Stella	★ Keep updating the budget and flag anyone going over or with wiggle room left ★ Go over Try/CATCH finance info and double check everything looks good
Director of Sponsorships: Tina	★ Follow up Thursday with WiCS sponsors (besides SAP) about Try/CATCH boothing

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	★ Open Workday event (Nov 3) registrations during the second week of October, checking with Asmi so it doesn't clash with other promo
Director of Communications: Chhaya	★ Continue weekly newsletter ★ Continue CAN-CWIC related communications
Director of Events: Phoebe & Sia	★ Confirm location for Girlies event, waiting on design too ★ Call the 3 cafe crawl cafes (Coasters, Afterhours, Delicia) to book in advance for Oct 17 ★ Decide on cafe crawl interval length (1.5 vs 2 hours)
Director of Technical Events: Alexis & Praneet	★ Continue reaching out to hosts for next workshop ★ Ask other interested friends to host ★ When posting in the finance chat to Stella, include a receipt with the actual amount for Web Dev Workshop
Director of Graduate Events: Isabelle	★ Continue coordinating CAN-CWIC logistics
Director of Marketing: Asmi	★ Keep refining the marketing calendar ★ Coordinate with Tina on Workday event promo timing
Director of Visual Design: Bianca & Emily	★ Finish CAN-CWIC post ★ Finish Girlies Clay Crafts and Fridge Magnets post ★ Send out interest form to gauge hoodie color preferences for a possible restock/new design ★ Move forward with keychains + lanyards as next merch items ★ Explore exec quarter-zips
Director of Mentorship: Malaika	★ Finalize Meet with the Mentor date (between Oct 5-11) based on mentor/mentee availability ★ Look into the downtown campus booking issue (cost vs. room size) and decide whether to push on budget or negotiate having UBC come to SFU instead ★ Decide on coffee budget alternative (lower frequency vs. reallocating to mentorship-wide events)
Executive at Large: Aeris	★ Upload Crafts in the Cosmos photos to the drive

	★ Recruit people to help plan and lead future monthly hangouts as a volunteer opportunity