

# January 2026 General Meeting Minutes

Friday | January 30th

Location: WiCS Common Room / Discord	Meeting Chair: Mara Liwayway David, Felicia Jiang
Meeting Minutes: Mara Liwayway David	

ATTENDEES		
✨ CORE EXECUTIVES		✨ UNION MEMBERS
Felicia Jiang	President	Poorvi Bhatia
Mara Liwayway David	President	Sahaj Bhangu
Aniyah Bohnen	Director of Sponsorships	
Sydney Komanac	Director of Communications	
Gloria Mo	Director of Graduate Events	
Emily Quan	Director of Technical Events	
Maria Kapitanenko	Director of Mentorship	
sumo	Faculty Liaison	

Meeting COMMENCED: 00:00

AGENDA and TOPICS DISCUSSED	
✨ ONGOING INITIATIVES	
<b>EXECUTIVE</b>	
★ Mara & Felicia - Presidents	
1. Hoodies	
a. Order is complete!! 😊 ✨	
b. Bianca is coordinating the pickup - hopefully sometime within the next week!	

2. Exec Check-in
  - a. Didn't post it last week 😞
  - b. @ Execs, please fill out the check-in found in the exec announcements
  - c. New deadline: Friday, February 6th (next GM)
3. Exec Workshop
  - a. A quick info session to learn what it's like to be a WiCS executive, what each role involves, and how the executive application process works. We'll also share tips on what makes a strong application!
  - b. Date: Thursday, February 12
  - c. Time: 5:30-7:00 PM
  - d. Location: ASB 9703
  - e. Marketing goes up tomorrow
  - f. @ Execs, please proof read your [slide](#)
    - Add/remove anything you deem necessary
    - Check out the "Good Application" slides and see if there's anything you'd like to add
  - g. Motion (\$175)?
4. New Presidents
  - a. Would anyone like to become President/Co-Presidents?
  - b. We are opening applications in early February
5. Recaps
  - a. CAN-CWiC & GHC Recaps
    - CAN-CWiC is fully done (gonna send to Maria to post on website)
    - GHC: I'm still missing 2 recaps
      - Felicia will follow-up with them
6. Lunch & Learns
  - a. Burnaby
  - b. Surrey
  - c. Any volunteers? :0

★ Bhakti & Emily - Director of Technical Events

1. Mentoring Circles w/ Women @ MS Vancouver
  - a. Follow-up
    - Got a response!!! Finally!!!
    - Asked for Tuesday, March 24th, 4-6pm, but waiting for response
    - Cap of 30 attendees
2. LeetCode Workshop (**Feb 11th**)
  - a. Pushed date to the beginning of February
    - Confirmed: Saman, Isabelle and Emily Qin

- On Zoom
- Date is set to Feb 11th, 4:30-6pm

★ Gloria - Director of Graduate Events

1. Yasaman + AI Hackathon Updates - **(Feb 20)**

a. Updates:

- Submitted Design Request:
  - 1 post with keynote speakers
  - 1 post with clubs involved
- Looking for research mentors (workshop)
  - Still look for some research mentors
  - **Have experience w/ research? Reach out to Gloria!**

★ Maria K. - Director of Mentorship

1. General mentorship updates:

- Everything is going pretty well!
- Will send out monthly survey sometime soon
- Strategy: Bug people in their respective mentorship groups -> More effective for responses

2. Mentorship event w/ UBC **(Feb 25)**

- Hosted @ UBC
- Categories for speakers (industry focused):
  - Cybersecurity, UI/UX, PM, SWE, DevOps + datasci
    - 1 speaker per category
    - 3 speakers UBC, 3 SFU
  - Will have more meetings to solidify
- Maria will be in charge of SFU outreach!
  - **If anyone knows people in the above fields, reach out to Maria K!**

d. **Marketing:**

- Make posts together or separately?
  - UBC wants to market individually
    - Will go forward w individual marketing
  - Once speakers are confirmed, advertising is good to go

e. Location:

- 4:30 - 8PM @ abdul ladha science centre

3. Mentorship resume workshop **(Wednesday, March 11)**

- Booking: ASB 9704 (?) from 12:30-3:00 PM
  - Actual Event: 1:30-3:00 PM
- Reached out to Chloe + Sophia
  - Early march (tues or thurs, based on hosts' avail)

- Will followup + confirm date
- c. Due to attendance, may open to non-mentorship people
  - RSVP form for numbers
- d. Add peer review resume portion

★ Emmy - Treasurer

1. No major updates
  - a. Need to send out some reimbursements

★ Audrey - Director of Marketing 🍷

**Upcoming schedule (please lmk if any changes are needed)**

1. Lunch and learn marketing prep
  - a. Reached out to Phoebe, awaiting response. It would be great if we had an estimated time frame for L&Ls this sem, looking at how busy we are early to mid March, is late March OK?
    - We prefer it to be marketing for people to become L&L coordinators, but having this reel as a re-cap is great too!
    - Before reading break please
2. Cafe crawl event
  - a. Event is on **Saturday, Feb 21**
  - b. Aiming to **post before Feb 13 so before the WiML event posts**
3. Marketing collab w/ WiML
  - a. 1 post highlighting speakers
  - b. 1 post for sponsors
  - c. 1 general announcement post (Audrey's suggestion)
    - Event is on **Feb 20**
    - Design done by **Feb 6**
    - 3 posts posted on **Feb 13,14,15** to give people time to sign up
      - Maybe think about spacing the posts (by a day perhaps) to build up more hype
  - d. Audrey will be there day-of event for a recap reel
4. Mentorship event with UBC
  - a. Event is on **Feb 25**
  - b. Aiming to **post before Feb 13 (same logic as the cafe crawl event)**
  - c. Basically trying to market these 2 events in these timeframes because starting mid-Feb we'll have the WiML collab and the marketing for Hack the galaxy starts and I don't want other events to get lost within these.
5. Hack the Galaxy marketing:

- a. Filming reels on **Feb 5**
  - b. currently discussing the calendar with the hackathon chairs 🗑️
6. General note: Starting from the reading break until about March 10, if there are any other events to be scheduled please let me know ASAP so we can market them before this time frame

★ Aniyah - Director of Sponsorships ~~hiiiiii~~

1. SAP
  - a. ~~New budget updates~~
  - b. ~~Will update next week — family emergency~~
  - c. ~~Updates~~ Haven't heard back from SAP
2. Look over sponsorship package to see if we can update anything
3. May scout for new sponsors
4. TODO: Draft email to current sponsors to see if they want to continue their sponsorship

★ Sydney - Director of Communications

1. CSDC Workshop
  - a. Emailed Rana with our concerns
    - Mostly help with promotions and we won't have to do much logistics
    - Will discuss more at their meeting next Thursday, February 5th
      - They might need 1-2 people day of
  - b. Identify times on Tuesdays or Thursdays after February 4 that would work for a workshop
    - Probably late March due to packed schedule
2. Women in STEM International Women's Day Event
  - a. Do we have capacity for this 😞
    - We are booked and busy!
    - We'll see if any execs are available
      - If not, may open up opportunity to @volunteers
3. Women in TechConnect (**April 14**)
  - a. For prospective FAS students
  - b. We said yes!
4. Hackathon Updates
  - a. Got accepted by Hack Days! (AKA MLH 🔥)
    - Will start looking into Organizer HQ + other requirements for the partnership
    - Website implementation continues with frontend now 🤖
  - b. Looking into catering and in-kind sponsors 🤖

- c. Will start filming promotional reels next week (**Feb 5 @ 2:30 PM**)
- d. Room bookings, Discord server setup, and merch designs all in the works 🙌
- e. Confirmed pre-hackathon workshop hosts (Git, Web Dev/APIs, Pitching & MVP) 🧠🧠
  - Will update calendar after confirmed workshop dates and times
  - <333 sydney <333

★ Bianca - Director of Visual Design

1. The following have been completed:
  - a. WiCS Exec Workshop ✅
2. Working on the following:
  - a. Exec Workshop slide designs (**this weekend**)
  - b. Study Challenge recap (**this weekend**)
  - c. LeetCode workshop (**early next week ~Wednesday**)
    - Waiting on date confirmation
  - d. AI Research Day post (**by Feb 6**)
3. **I will be unavailable on the following dates:**
  - a. **Feb 14 - 17 & Feb 22 - 28**
  - b. If you need graphics for events, please make sure the design deadline does not fall under these dates, thank you!!
    - Try to submit them earlier rather than later and please ping me whenever you submit a request 💕
    - Feb 22 - 28, I'll be able to help with emergency designs to feel free to ping during those dates for emergencies only 🙏

★ Grace - Executive at Large

1. Bi-weekly hangout
  - a. It went well!
  - b. Around 7 people stayed to do the craft, and then a few dropped by just to grab snacks :D
  - c. Next meeting will probably be on **Feb 12th**, and I'm thinking it would be cute to make little valentine cards? Like the type that you'd give out to your classmates in like. elementary
    - Don't go past 5:30 PM
    - Please submit graphic request soon!

★ Jennifer & Jaycie - Director of Events ✅

1. Jennifer - WiCS X WiE Wicked For Good Movie Night (**Monday, Feb 9th 4-6 PM @ ASB 9896**) 💕💕
  - a. Design form

- b. Sreeja and Ira will be joining to help plan on the WiE side as well
- 2. Jennifer - WiCS Cafe Crawl (**Saturday, Feb 21st 11 AM - 5 PM**)
  - a. List of cafes (Lougheed Area):
    - 1. Juillet Cafe
    - 2. Cafe Ricotta
    - 3. Standing egg
  - b. RSVP Form
    - Will make it next week!
- 3. Jaycie - FAS Formal
  - Miachel gave me the google form for wics tickets we can start advertising next week!
  - Question for Jaycie: Are we accepting a graphic collab on Insta?
  - We will be reimbursing \$20 for 25 tickets (\$30 original price) 💰
- 4. Jaycie - WiCS x XHacks Event
  - a. Craft event!
  - b. Will take items from CR
    - Done, in Sosy office ✓
  - c. **WICS GIFT BASKET AT XHACKS!!!** 🛒
- 5. Jaycie - WiE x WiCS (x MESS\*) Galentines
  - a. Updated time because SRYE 5050 was booked for wednesday afternoon
    - Monday, February 9th 10AM-12PM
    - I just realized writing the meeting minutes now its the same time as Jennifer's event but we're tailoring ours to first years in sosy mse and see so i hope its ok 😬
  - b. Brunch pastries, coffee, crafts
  - c. WiE will make a poster for everyone to share!
  - d. Meeting with Anika and Diya on Monday to finalize details
  - e. MESS grant submitted, WiE can contribute \$100, Jaycie will motion \$100 from WiCS next week! Felicia motion!

### GENERAL

- 1. ~~AWM and IWD Event Collab~~
- 2. Canada Space Conference - 2 WiCS Members filled out the form
- 3. Update WiCS Calendar with upcoming events!

### 🌟 UPCOMING EVENTS

Feb 9	WiE x WiCS - Wicked for Good Movie Night WiCS x WiE x MESS - Girlies' Galentines
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Feb 9	LC Session
Feb 11	Exec Workshop
Feb 12	WiML AI Hackathon
Feb 20	WiCS Cafe Crawl
Feb 21	SFU x UBC WiCS Mentorship Collab
Feb 25	Mountain Madness Side Event
Feb 28	Mentorship Resume Workshop
Mar 11	Hack The Galaxy
Mar 14	Mentoring Circles w/ Women @ MS Vancouver
Mar 26	

## ✨ MOTIONS

1. MOTION UP TO \$175 to pay Mara Liwayway David for pizza and refreshments for the Exec Workshop
  - a. Motioned by Mara Liwayway David
  - b. Seconded by Maria Kapitanenko
  - c. Motion: **Passed/Failed**
2. MOTION UP TO \$100 to pay Jaycie Say for Surrey Galentines Event
  - a. Motioned by Felicia Jiang
  - b. Seconded by Gloria Mo
  - c. Motion: **Passed/Failed**
3. MOTION UP TO \$100 to pay Dora Ciobanu for Space Conference Tickets.
  - a. Motioned by Felicia Jiang
  - b. Motion: **Passed/Failed**
4. MOTION UP TO \$100 to pay Orla Begly for Space Conference Tickets.
  - a. Motioned by Felicia Jiang
  - b. Motion: **Passed/Failed**
5. MOTION UP TO \$100 to pay Poorvi Bhatia for Chi Conference 2026.
  - a. Motioned by Felicia Jiang
  - b. Motion: **Passed/Failed**

Meeting ADJOURNED: 07:53

## ✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Create President Nomination survey</li> <li>★ Double check if we can participate in IWD event</li> <li>★ Felicia - Follow up with missing conference write-ups</li> <li>★ Felicia - Recruit L&amp;L volunteers</li> </ul>
Secretary: Maria L.	<ul style="list-style-type: none"> <li>★ <del>Upload minutes</del>Populate next meeting minutes with filled out Upcoming Events</li> </ul>
Treasurer: Emmy	<ul style="list-style-type: none"> <li>★ &lt;3</li> </ul>
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> <li>★ Look over sponsorship package to see if we can update anything</li> <li>★ Scout for new sponsors</li> <li>★ Think about drafting an email to current sponsors to see if they want to cont. their sponsorship</li> </ul>
Director of Communications: Sydney	<ul style="list-style-type: none"> <li>★ Gather WiCS participation updates after their CSDC workshop meeting</li> <li>★ Hackathon tingsssss</li> </ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> <li>★ Jennifer - Hackathon tingsssss</li> <li>★ Jennifer - Wicked for Good</li> <li>★ Jennifer - Create RSVP form for WiCS Cafe Crawl</li> <li>★ Jaycie - Confirm if we are accepting collab post on Instagram and don't need WiCS specific post for FAS Formal</li> <li>★ Jaycie - Galentines</li> <li>★ Jaycie - XHacks WiCS event</li> </ul>
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> <li>★ Confirm Microsoft event details</li> </ul>
Director of Marketing: Audrey	<ul style="list-style-type: none"> <li>★ Connect with Felicia for L&amp;L timeframe and marketing</li> <li>★ Film hackathon reels</li> </ul>

Director of Visual Design: Bianca	<ul style="list-style-type: none"><li>★ Pick up WiCS hoodies</li><li>★ Exec Workshop request</li><li>★ Study Challenge request</li><li>★ LeetCode Workshop request</li><li>★ AI Hackathon request</li><li>★ Wicked for Good request (I believe it was sent, not sure)</li></ul>
Director of Graduate Events: Gloria	<ul style="list-style-type: none"><li>★ Recruit research mentors for AI hackathon</li></ul>
Director of Mentorship: Maria K.	<ul style="list-style-type: none"><li>★ Recruit speakers for industries w/o speakers yet</li><li>★ Create RSVP form for Mentorship resume event if not made yet</li></ul>
Executive at Large: Grace	<ul style="list-style-type: none"><li>★ Plan Bi-weekly hangout on Feb 12th (don't let event go past 5:30 PM due to Exec Workshop)</li><li>★ Submit design req for above soon ^</li></ul>