



# February 2026 General Meeting Minutes

Friday | February 7th

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

## ATTENDEES

ATTENDEES		
✨ CORE EXECUTIVES	✨ UNION MEMBERS	
Felicia Jiang	President	Kelly F
Mara Liwayway David	President	Amandeep M
Maria León Campos	Secretary	Orla B
Emmy Fong	Treasurer	
Gloria Mo	Director of Graduate Events	
Jaycie Say	Director of Events	
Jennifer Huang	Director of Events	
Emily Quan	Director of Technical Events	
Bhakti Bhanushali	Director of Technical Events	
Audrey Safikhani	Director of Marketing	
Maria Kapitanenko	Director of Mentorship	
Grace Li	Executive at Large	
sumo	Faculty Liaison	

## AGENDA and TOPICS DISCUSSED

### 🌟 ONGOING INITIATIVES

#### EXECUTIVE

#### ★ Mara & Felicia - Presidents

1. Hoodies
  - a. Hoodies are picked up!
    - Is there room in the CR to store them?
      - We will make room for the hoodies!
    - I (Bianca) can work on graphics for hoodie preorders! When do we want to start marketing that? - **Medium Priority**
      - Maybe we can do reels for them too?
        - **Prez TODO: Send in design form for graphic marketing**
          - **If possible, reel asw please**
          - **Do this BEFORE // AFTER hackathon marketing**
            - Hackathon Marketing: End of Feb/March
        - Kelly from Pressing Media requested for photos of the WiCS execs/members wearing the hoodies! I think it would be nice since he gave us a discount :D He also said he could share the photos on their social media pages!!
2. Exec Check-in
  - a. @ Execs, please fill out the check-in found in the exec announcements
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**
4. New Presidents
  - a. Would anyone like to become President/Co-Presidents?
  - b. We are opening applications in early February
  - c. Open up nominations for 1.5 weeks
    - Right after exec workshop! Opens Fri Jan 13
5. Lunch & Learns
  - a. Volunteers found!
6. AEM Portal
  - a. Reached out to Sumo!
    - Update exec profiles on old SFU site



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- Wait for Sumo to get back w/ AEM team, then follow up
  - Prez todo: send info for ticket

★ Bhakti & Emily - Director of Technical Events

1. Mentoring Circles w/ Women @ MS Vancouver
  - a. Follow-up
    - Asked for Tuesday, March 24th, 4-6pm, but waiting for response
      - Followed up today, waiting for response
2. LeetCode Workshop (**Feb 11th, 4:30-6pm, on Zoom**)
  - a. Updates:
    - Instagram and Discord promotion is up
      - 30 RSVPs so far! Form closed
        - Hoping to have 15 attendees, 5 per lead
        - Waitlist for the remainder
    - Confirmed: Saman, Isabelle and Emily Qin
    - Met with leads, but we still need to finalize groupings, which will be done on Saturday

★ Gloria - Director of Graduate Events

1. Yasaman + AI Hackathon Updates - (**Feb 20**)
  - a. Updates:
    - Audrey posted Disc announcement
      - IG too!
    - Asked Sydney to post on Newsletter
      - Separate email for WiCS members
    - 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:
  - a. Survey sent out!
    - Gave a week to fillout
  - b. Check-in msgs
    - 1 group didn't meet in Jan, others did meet!
2. Mentorship event w/ UBC (**Feb 25**)
  - a. Hosted @ UBC
    - On/off talking to people for event
    - Began outreach for SFU
    - **30 attendees per school**
      - If not reached, open up to all
    - Event budget
      - ~200, ping Emmy for flexibility (ok to go over we have extra \$\$)
  - b. 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
- c. Maria will be in charge of SFU outreach!
  - 10 people on list right now, no follow-up 😞
    - Ping @ exec or DM separately
    - 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**)
  - a. Booking: ASB 9704 (?) from 12:30-3:00 PM
    - Actual Event: 1:30-3:00 PM
  - b. Reached out to Chloe + Sophia
    - Confirmed date! ✓
  - c. Due to attendance, may open to non-mentorship people
    - RSVP form for numbers
  - d. Add peer review resume portion

## ★ Emmy - Treasurer

1. Reimbursements sent!
2. Email yesterday, funds transferred from donation portal!
  - a. Confirm w/ Aniyah- who is this from?
  - b. 2.6k (1.5 from excelar, 1k from transoft for hackathon)
    - Other 100 unknown
3. Begin thinking about next year's FAS Funding proposal
  - a. Update numbers from this year, so next team has accurate understanding of WiCS spending :))

## ★ Audrey - Director of Marketing 🍷

1. Posted:
  - a. WiCS Exec Workshop
  - b. LeetCode workshop
  - c. Study Marathon Recap
  - d. Wicked For Good
  - e. Galentines w/ WiE
2. Lunch and learn marketing prep
  - a. Organizers, attendees, both?
    - Promote organizer POV / general event experience aspect
      - GOAL: Raise awareness about event



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- EVENT DATE: Late Feb, L&L begins in March
  - b. Reached out to Phoebe, no response yet
- 3. Marketing collab w/ WiML
  - a. Woke up one day and Dr. Angelica asked for the registration numbers ASAP, so had to post the discord announcement earlier than the instagram.
    - Due to this, TL got messed up
    - 2 posts remain: keynote speakers, panelists
      - Closer to event
  - b. My hopes of posting the events and hackathon posts so that they don't interfere with each other are broken T-T
- 4. Hack the Galaxy marketing:
  - a. Filmed 3 reels =D working on editing to be done by next week's meeting.
  - b. Finished 3 Personalities descriptions, can check them out here:  
[WiCS Hackathon - VD&M Master Docs](#)
- 5. Exec hiring marketing
  - a. If any execs would like to stay for a few minutes after the exec workshop to help film a reel that'd be greatly appreciated.
  - b. About 3-4 execs, to answer one question each, examples include:
    - What is your favorite memory with WiCS?
    - What role has WiCS played in your university journey so far?
- 6. Hoodies
  - a. Allocate time
  - b. Can hand off to someone else!
- 7. General
  - a. Any events after reading break Feb21-March14 please let Audrey know // submit design form ASAP!!
  - b. Anti-bullying workshop
    - @ Big Data Hub
    - Felicia TODO: Contact Sydney regarding refreshments + file design RQ
      - Clear up whether or not we need to market event

★ Aniyah - Director of Sponsorships

- 1. SAP
  - a. We can do an office tour! I'm not sure if march or april would be better due to all the events.
  - b. Are there any other events we would like to see SAP do?
  - c. Their budget gets approved soon, hopefully we can get a payment from them then
- 2. Working on sponsorship renewals

★ Sydney - Director of Communications

- 1. CSDC Workshop

- a. I wasn't able to attend their meeting as something for a class came up and I've been swamped this week 🙄 really sorry about that
  - b. Rana emailed some questions and I tried my best to answer before their meeting
    - Proposed Workshop for students:  
<https://www.sfu.ca/bullying-harassment/education-training/CommunityEvents/tools-for-success-2025-.html>
    - I shared how we can't guarantee how much interest members would have. I recommended that they discuss the CSDC's goals for the workshop more and what motivated the need for the workshop
    - If the committee still wants it to focus on conflict handling, it's better suited for a faculty/employee discussion
    - Rana will send their meeting minutes soon
  - c. If there are any questions about the event or what I told Rana please let me know
2. Women in STEM International Women's Day Event
    - a. They followed up that WiE has confirmed and they are waiting on WiCT
    - b. They won't have a finalized data until they've confirmed all their collaborators, but it will be near IWD (**Sunday March 8th**)
    - c. Looking at the calendar I'm not sure if we have time for promotions with the Hackathon being so close
    - d. **If someone has the capacity and wants to take on the event please let me know by EOD - today was there deadline for us**
  3. FAS Student Group Monthly Meeting
    - a. Felicia attends
    - b. Justify numbers for FAS Funding budget
      - Finalize room booking procedure (generally)
- ★ Bianca - Director of Visual Design
1. The following have been completed:
    - a. WiCS Exec Workshop
    - b. LeetCode workshop
    - c. Study Marathon Recap
    - d. Wicked For Good
  2. Working on the following:
    - a. AI Research Day post (**by Sunday**)
    - b. Exec Workshop slide designs
      - Will finish this before the workshop, hopefully by Monday
    - c. WiCS Cafe Crawl
  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!!
      - Feb 22 - 28, I'll be able to help with emergency designs to feel free to ping during those dates for emergencies only 🙏



**c. Submit requests this upcoming week please!! I can only work on graphics next week + Feb 18-20. Please ping me if you have any concerns about this <3**

- Mentorship event w/ UBC
- FAS Formal?
- Anything else

★ Grace - Executive at Large

1. Bi-weekly hangout - Feb12
  - a. Room booked! ASB 9896
  - b. Same time as prev (1-3 PM)
    - Done before exec workshop

★ Jennifer & Jaycie - Director of Events

1. Jennifer - WiCS Wicked For Good Movie Night (**Monday, Feb 9th 4-6 PM @ ASB 9896**)  
  - a. Posted on IG!
    - WiE stepped out of the event due to schedule conflicts
  - b. Should be good to go for the day of!
    - Planning to get sushi & pizza for dinner :)
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. Design form submitted
  - c. RSVP Form done!
    - Full cafe breakdown is within the google form!
    - <https://forms.gle/PfXtvrBuKeAjCHa19>
3. Jennifer - Hackathon
  - a. Custom headshots are in progress!! Thank you Bianca!
  - b. Merch
    - Lanyards, Tote bags, Nametags, Stickers, Buttons
    - Anything else you would all like to see? Please feel free to let us know!
  - c. Promotional Reels were filmed yesterday! Thank you Audrey!
  - d. Started setting up Discord server
  - e. Currently wrapping up the website, sponsors, and logistics within the next couple weeks
4. 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?
    - JaycieTODO: Post tonight!
  - Reimbursing 80% of the ticket this year 💰
    - Alongside 25 \$10 tickets for WiCS!

5. Jaycie - WiE x WiCS (x MSESS\*) Galentines
  - a. Updated time because SRYE 5050 was booked for wednesday afternoon
    - Monday, February 9th 10:30AM-12:30PM
  - b. All set!
    - Using MSE budget for craft supplies
    - Buying food day-of
  - c. WiE collabed with post, posted on IG
    - Jaycie TODO: Post on Discord
  - d. Brunch pastries, coffee, tote bag painting
  - e. WiE will make a poster for everyone to share!

### GENERAL

1. Canada Space Conference - 2 WiCS Members filled out the form
2. Update WiCS Calendar with upcoming events!
3. Sumo's GoodBye Party
  - a. Last day- Feb27!
  - b. Anytime before this works :))

### ✨UPCOMING EVENTS

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

### ✨MOTIONS

1. MOTION UP TO \$50 to pay Grace Li for CR Snack Refill
  - a. Motioned by Grace Li
  - b. Seconded by Jennifer Huang
  - c. Motion: **Passed**/Failed
2. MOTION UP TO \$70 to pay Grace Li for Bi-weekly Hangout
  - a. Motioned by Grace Li
  - b. Seconded by Bianca Dimaano
  - c. Motion: **Passed**/Failed
3. MOTION UP TO \$000 to pay NAME for EVENT

- a. Motioned by P1
- b. Seconded by P2
- c. Motion: Passed/Failed

Meeting ADJOURNED: 20:00

## ✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Graphic design form for hoodie marketing</li> <li>★ Exec workshop!!</li> <li>★ Felicia - Contact Sydney regarding anti-bullying workshop refreshments</li> <li>★ Felicia - L&amp;L</li> <li>★ Felicia - Contact Sydney regarding refreshments for anti-bullying workshop (+ design request) <ul style="list-style-type: none"> <li>○ Put in marketing calendar</li> </ul> </li> </ul>
Secretary: Maria L.	<ul style="list-style-type: none"> <li>★ Upload minutes</li> </ul>
Treasurer: Emmy	<ul style="list-style-type: none"> <li>★ Update FAS Funding proposal for next year</li> </ul>
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> <li>★ SAP office tour <ul style="list-style-type: none"> <li>○ Do a poll to check which date works better with everyone?</li> </ul> </li> <li>★ Sponsorship renewals</li> </ul>
Director of Communications: Sydney	<ul style="list-style-type: none"> <li>★ Post WiML in newsletter</li> </ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> <li>★ Jennifer - Wicked for Good</li> <li>★ Jennifer - WiCS Cafe Crawl</li> <li>★ Jennifer - Hackathon</li> <li>★ Jaycie - Post Galentines on Discord</li> </ul>



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	★ Jaycie - post FAS Formal tonight
Director of Technical Events: Bhakti & Emily	★ LC Workshop! Mentoring Circles w/ Women in MS (followup..?)
Director of Marketing: Audrey	★ Hackathon marketing YAY! ★ WiML marketing ★ L&L marketing ★ Exec workshop marketing (if time allows) ★ Hoodie marketing (if time allows) ★ Anti-bullying workshop marketing
Director of Visual Design: Bianca	★ Continue working on the following: <ul style="list-style-type: none"> <li>○ AI Research Day post (<b>by Sunday</b>)</li> <li>○ Exec Workshop slide designs <ul style="list-style-type: none"> <li>■ Will finish this before the workshop, hopefully by Monday</li> </ul> </li> <li>○ WiCS Cafe Crawl</li> </ul> ★ Hackathon!!
Director of Graduate Events: Gloria	★ Cont' AI Hackathon
Director of Mentorship: Maria K.	★ Cont' contacting speakers for UBC x WiCS Mentorship Event ★ Resume workshop!
Executive at Large: Grace	★ Bi-weekly hangout