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SFU Women in Computing Science

October 2026 General Meeting Minutes

Tuesday | Oct 6th

Location: Discord	Meeting Chair: Jennifer Huang
Meeting Minutes: Manjari Prasad	

ATTENDEES

✨CORE EXECUTIVES		✨UNION MEMBERS
Jennifer Huang	President	Amandeep Manan
Manjari Prasad	Secretary	
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	
Isabelle Kwan	Director of Graduate 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: 20:03

AGENDA and TOPICS DISCUSSED

✨ONGOING INITIATIVES

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EXECUTIVE

★ Sydney & Jennifer - Presidents
- Try/CATCH
  a. Finalized catering
  b. Workshop dry runs being scheduled
  c. Merch purchases complete, raffles in progress
     - Stickers are here as well
  d. Planning volunteer coordination
  e. Instagram posts in progress
- Networking Night
  a. Meeting is tomorrow!
- StormHacks
  a. Sydney, Chhaya, and Praneet judged on Sunday
  b. Lots of cool projects!
  c. Gave out some free merch
  d. Around 15 people tried this track!
- Study Marathon
  a. Officially ending in 2.5 weeks – manjari's gonna win!!!
  b. Thinking a recap post would be nice!
     - Will submit design request by EoD
- CAN-CWIC Grants
  a. CAN-CWIC West general event post done and uploaded today
  b. Got an email from Lawrence about the main conference grants
  c. Need to ask about CAN-CWIC West grants and if there is a deadline for selection
  d. Will put in a design request
  e. Need to coordinate committee for selection
- Lunch & Learns
  a. Burnaby Host (Sydney handles): Kelly
     - Aiming to host in mid-Nov
     - Will start reaching out to profs once her midterms are over
  b. Surrey Host (Jennifer handles): Laraib
     - Aiming to host in early Nov
     - Prioritizing exams at the moment
- Fall Hacks Volunteering
  a. CSSS is looking for logistics volunteers who have had experience in coordinating hackathons
  b. **Deadline**: Friday, October 9th @ 11:59 PM
  c. Volunteers:
     - Manjari

★ Manjari - Secretary
- Jennifer's blog is almost up!! Just need to add the pictures and publish it!

- https://sfuwics.com/page/hack-the-galaxy/ An ugly version of hack the galaxy page is visible here! I figured out the workaround to have it up in the events page (unfortunately I only looked into it today though so it will be up there by tomorrow)
    a. Could potentially ask for blog posts? But also our first hackathon
    b. Reach out to mentors or the winners
    c. Amandeep would be interested!!!
- Question about the form for WiCS Writes:
    a. Do I need to create a form using wics's email? Or just my personal one? Does a design request need to be submitted?
        - Personal email and add to drive (ask jennifer for template)
        - No need for design req. yolo

★ Stella - Treasurer
- Will reimburse Try/CATCH purchases soon
- Transferred a few thousand from Savings to Chequing account for the upcoming large reimbursements
- Will keep at least 5k in Savings for next year team

★ Tina - Director of Sponsorships
- Reached out to sponsors for Try/CATCH and SAP and Workday seem interested in volunteering and hopefully they'll booth with us!
- Workday announcement this week. Hopefully we get a lot of sign ups
- Orbis Event – There were a couple of last min cancellations. Maybe for other in person confirmations, make a system to send out RSVP and confirmation. And for people who don't respond, reach out to people on the waitlist.

★ Chhaya - Director of Communications
- Went to Stormhacks as a judge. Lots of fun, cool projects, instant agreement on winner
- Also went to the Orbis Office tour. Super cool office. Super cool company
- Was a little bit behind for newsletter but will get it done tmrw

★ Phoebe & Sia - Director of Events
- Cafe Crawl
    a. Coming up on the 17th.
    b. Want to try and coordinate it with Chhaya and Asmi for RSVP form so that everything goes up at the same time so that everything's super fair. (roughly same time atleast)
    c. 7 people overall. Gonna show up and hope for the best!
    d. Make sure selected people are different from last time
    e. Started talking to Isabelle about co-hosting and collaborating on a Halloween event.
        - October 30 (but Aeris might have an event on the same day so collaborate and figure it out)

- A little worried about the budget though because there's been quite a bit of October events.

- Girlies Noon
    a. Went well! Had about 10(?) or 8(?) over the duration of the 3 hours show up. Overall went pretty well. Only had to buy an emergency hot glue gun and for future note will reach out to volunteers or SOSY themself to drive. Transit isn't feasible.
    b. Air dry clay – thinks the clay might belong to CSSS
    c. Does WiCS have a hot glue gun? No. But asmi has one that she hasnt used in 3 ish years and would donate it. Nvm just bought one. Nvm we'll keep two?

★ Alexis & Praneet - Director of Technical Events
- Praneet is reaching out for Cybersecurity so there might be a workshop in November
- Amandeep and Asmi PM workshop!!!!!
    a. Let alexis know if you goats have any questions
- DevOps Workshop
    a. She hasnt reached back to us yet so might not happen this term

★ Isabelle - Director of Graduate Events
- Working on halloween event (very busy in october so we understand)!

★ Bianca & Emily - Director of Visual Design
- Design requests
    a. ✅ Clay Crafts & Fridge Magnets Social post
    b. ✅ CAN-CWIC post
    c. 📝 Cafe Crawl post
- Hoodies
    a. Made interest form
    b. Will send out soon (after Presidents' approval)
- Quarter zips!!!!!!!!!! <3 <3 <3 <3
    a. Need to find a manufacturer
        - Alexis can give you the contact of a guy who got it from China
- Keychain + lanyards
    a. Will start brainstorming designs this week
- Brand guide
    a. Still working on it

★ Asmi - Director of Marketing
- Last post (CAN CWIC) is up. Posted on insta and discord
- Both registration and can cwic website links are on linktree

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- Marketing Calendar is mostly updated but most event dates are just tentative. If anyone has an event finalized, just update it in the marketing calendar too. If you dont have access, contact Asmi.
- Also went to Orbis tour
    a. UBC team had a card scanner thing for checking people in. Might take inspo and initiative to make something like that instead of manually going through excel file
    b. Could make another event link on Luma and you can do a check in through QR code and as an organizer

★ Malaika - Director of Mentorship
- Tomorrow will be the meet the mentor session (might just be max 10 people)
- Not buying snacks 🙁 instead will go with $5 a semester
- Haven't been able to look into booking the vancouver downtown room – will try to do it this week
- 2 mentees who arent responding back to emails and their usernames dont exist
    a. Have reached out 2 times personally to each of them (hopefully they'll respond back soon ish)
        - Wait until the end of this week or we'll take further action

★ Aeris - Executive at Large
- Photos in for Crafts in the Cosmos
- Had a question about volunteers hosting monthly events
    a. How to do it?
        - 2-2.5 weeks before event date, send a message saying you're going to be hosting another monthly event. If you have an idea in mind, put it in announcements or just ask them to do it and walk them through it from start to finish, coordinating, grabbing materials, etc.

GENERAL

★

✨UPCOMING EVENTS

10/06/2026	**WiCS x SSSS Girlies Fall: Clay Crafts & Fridge Magnets (3:30-6 PM)**

✨MOTIONS

1. MOTION $XX to pay name for event
    a. Motioned by name
    b. Seconded by name
    c. Motion: Passed/Failed

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2. MOTION $XX to pay name for event
    a. Motioned by name
    b. Seconded by name
    c. Motion: Passed/Failed

3. MOTION $XX to pay name for event
    a. Motioned by name
    b. Seconded by name
    c. Motion: Passed/Failed

Meeting ADJOURNED: 20:33

✨ACTION ITEMS	
Presidents: Sydney & Jennifer	★ Schedule Try/CATCH workshop dry runs and continue planning volunteer coordination ★ CAN-CWIC: ○ Follow up about grants and ask if there's a deadline for selection ○ Put in design request for grant selection ○ Coordinate committee for grant selection ★ Reach out to Kelly and Laraib about lunch and learns after midterms
Secretary: Manjari	★ Add pictures and publish Jennifer's blog ★ Reach out to mentors/winners and ask them to write about Hack the Galaxy on the page (so its not ugly and empty) ★ Ask Jennifer for form template
Treasurer: Stella	★
Director of Sponsorships: Tina	★ Post Workday announcement for event this week ★ Continue following up with SAP and Workday about Try/CATCH boothing ★ Look into using RSVP confirmations +waitlist follow ups for future in person events
Director of Communications: Chhaya	★ Finish newsletter

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	★ Coordinate with Phoebe, Sia, and Asmi on Cafe Crawl RSVP/post timing
Director of Events: Phoebe & Sia	★ Coordinate with Chhaya and Asmi to have the Cafe Crawl RSVP form and post go up around the same time ★ Make sure people selected for Cafe Crawl are different from last time ★ Continue coordinating with Isabelle on the Halloween event ○ Coordinate with Aeris regarding the potential Oct 30 event conflict/collaboration ○ Keep the October event budget in mind when planning the Halloween event
Director of Technical Events: Alexis & Praneet	★ Praneet: ○ Continue reaching out for the Cybersecurity workshop for November ★ Alexis: ○ Send Bianca & Emily the quarter-zip manufacturer contact ★ Continue planning the PM workshop with Amandeep and Asmi ★ Follow up on the DevOps workshop and determine whether it will happen this term
Director of Graduate Events: Isabelle	★ Continue coordinating with Phoebe & Sia on the Halloween event
Director of Marketing: Asmi	★ Keep the marketing calendar updated as event dates are finalized ★ Coordinate with Phoebe, Sia, and Chhaya on Cafe Crawl RSVP/post timing ★ Look into using Luma/QR code check-in for future events
Director of Visual Design: Bianca & Emily	★ Finish Cafe Crawl post ★ Send out hoodie interest form after Presidents' approval ★ Look for a manufacturer for quarter-zips ★ Start brainstorming keychain + lanyard designs this week ★ Continue working on the brand guide

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Director of Mentorship: Malaika	★ Host Meet the Mentor session ★ Look into booking the Vancouver downtown room this week ★ Wait until the end of the week for the two unresponsive mentees, then take further action if they still haven't responded
Executive at Large: Aeris	★ For the next monthly event, reach out to volunteers 2–2.5 weeks beforehand and have them help lead the planning ★ Coordinate with Phoebe, Sia, and Isabelle regarding the potential Oct 30 event