



# July 2026 General Meeting Minutes

Monday | Jul 6th

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

## ATTENDEES

| ✨ CORE EXECUTIVES |                              | ✨ UNION MEMBERS |
|-------------------|------------------------------|-----------------|
| Sydney Komanac    | President                    |                 |
| Jennifer Huang    | President                    |                 |
| Manjari Prasad    | Secretary                    |                 |
| Stella Shan       | Treasurer                    |                 |
| Chhaya Pradhan    | Director of Communications   |                 |
| Sia Garg          | Director of 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: 19:35

## AGENDA and TOPICS DISCUSSED

### ✨ ONGOING INITIATIVES

#### EXECUTIVE

★ Sydney & Jennifer - Presidents

1. Director of Graduate Events
  - a. We have an accepted offer yayy
  - b. Onboarding is gonna start soon and she'll get introduced in our exec chat soon
2. Try/CATCH updates
  - a. We had our first committee meeting last week
    - Meetings will be bi weekly for the summer
3. Friendship Day Booth Collab
  - a. Chhaya and Jennifer volunteering on the 30th from 10-12
4. FAS Funding Proposal Meeting
  - a. Sydney, Stella, and Jennifer had a meeting with Nancy and asked a bunch of qs. It went well!
  - b. She loves WiCS yayyy! We'll definitely get all the money we need
  - c. She was emphasizing that we might qualify for SFSS travel grants and encouraged us to work with other women groups too

★ Manjari - Secretary

1. WiCS Website Update
  - a. Updated SFU WiCS website (the AEM portal) with exec headshots and introductions
    - Tina did let me know that when a picture is hovered on, it still shows the previous execs name.
      - Unfortunately I wasn't able to debug that issue :( (i don't see it on my laptop and that made debugging even harder.
      - Try reaching out to Maria and ask her how to change it
    - I need to also change the pictures to the cropped ones. I'll make that change by tomorrow.
  - b. I still need to update the other website though (<https://sfuwics.com/about/>). I'll get it done by the end of this week. I'm still figuring out how to use and navigate around this website.
    - I also don't think I have access to it. Gahee's website walk-through mentioned signing in via the '[wics@sfu.ca](mailto:wics@sfu.ca)' account but I don't have the login credentials for that yet :(
      - Nvm got the login credentials from gahee tho!!
    - I also wanted to know if we want to add the events (like the BGN, Sip & Paint, etc. on the Events page cuz it looks kind of empty)
    - Add recap posts as well
  - c. Still waiting on Dir of Graduate Events so I'll update that as well once finalized

★ Stella - Treasurer

1. FAS Funding Proposal
  - a. Met up with Nancy and went over the proposal
  - b. Sydney and Jennifer did a great job answering all her qs 😊
  - c. Stella will let us know when we have finalized budgets for everything

2. Merch Budget
  - a. Bianca and Emily was able to properly calculate based on last year :D

★ Tina - Director of Sponsorships

1. Sent sponsorship outreach emails to Excelar, Transoft solutions (haven't heard back yet)
2. We have received funding from Teck and Metalab - Nimz is waiting for the SAP payment to show up before she disimburse all of it to WiCS account together
3. ILM refused to sponsor us due to a reduced budget but still wants to support our members 🍷
4. Got additional contacts for Telus, RBC Borealis and CDM from Andrew (Director of External Relations - SSSS) and Samantha (President - CSSS)
5. We can meet with Teck, Metalab on 16th after noon or any time on 17th (still need to decide time)
6. Tina will reach out to more sponsors on Tues and Wed morning 🍷

★ Chhaya - Director of Communications

1. Bi-Weekly Newsletter
  - Sent out last week
  - Working on new one
2. LinkedIn Newsletter
  - Perhaps 2 per semester
  - Hoping to complete the first one for this sem by the end of this week
3. FAS Monthly Meeting
  - Number of attendees for our events
  - Guess off of sign ups or pictures
  - Maybe event execs can share a rough estimate based on the attendees 😊

★ Phoebe & Sia - Director of Events

1. On Tuesday, Sia met up with WiE to discuss collab event for the summer
  - a. They're very set on a paint night (might be a lil redundant for us :())
  - b. We have dry clay left over from previous event
  - c. Bring your own food
2. Event is planned for July 23rd
  - a. Still looking at room bookings – trying to book an ASB room but SFU camps have those rooms kinda booked
  - b. Might get TASC 9204 booked instead
3. Sia and Phoebe discussed another social event before finals but they're unsure if its possible to do 3 summer events or should we save money before fall
  - a. Leave it cuz people would generally be more busy during the end of the semester
4. For the collab, next meeting would be tomorrow
  - a. Meeting minutes would be in WiCS x WiE communication thread

★ Alexis & Praneet - Director of Technical Events

1. Hardware Workshop w/ WiE
  - a. Tentatively planning for July 24th 5:30 - 7:30
2. Teck & Metalab Meeting
  - a. TBD (see sponsor updates)

★ Bianca & Emily - Director of Visual Design

1. Sent merch budget proposal to Finance
2. Finished Exec Intro posts!!
  - a. Will make the post for Director of Graduate Events after that's finalized
3. Need another week for Cosmos designs 👉👉
  - a. Send a poll out next week
  - b. Share results at next meeting

★ Asmi - Director of Marketing

1. All the exec posts are up now
2. AWS event post was posted on LinkedIn
3. The marketing calendar should be almost updated
4. Common Room Reel
  - a. CR reel is ready
  - b. Post by tomorrow

★ Malaika - Director of Mentorship

1. Planned meetings with professors who have been involved with mentorship meetings before with SFU and ask them for advice on mentor mentee pairs
2. Looking over roles and responsibility guidelines for mentors and mentees
3. Will send out mentor applications soon!
  - a. Don't forget to design request for mentor applications
    - Like instagram posts, google form banner
  - b. We usually dont market as much for mentees so start brainstorming that soon

★ Aeris - Executive at Large

1. Monthly Hangout (Game Night)
  - a. Turnout was a lot better! Around 10 or 11 people
  - b. Also did a common room restock
2. We got the raffle winner! Will review responses soon
  - a. Go over them and get a summary of the most common responses and good ideas in general.
  - b. Sydney and Jennifer will also take a look of the summary
3. Sydney and Jennifer will create a new channel to keep track of inventory and CR stuff in general
4.  RESTOCK LIST FOR CR:D

## GENERAL

- ★ Last year there was no promotional post for mentorship.
  - Maybe a reel with people's reviews about the program
  - We also did a mentor testimonial last year. Maybe could reach out to other mentors (and mentees)
  - Maybe we could do a survey asking them for a written testimonial and ask them if they're also down for a video testimonial
  - Maybe more incentives like a free drink, goodie bags, etc
    - Reach out to people who were directly in the program too
- ★ Did we contact the elementary school about donations?
  - Jennifer's an unc who doesnt know school's over
  - Reached out to Science Alive instead and they're interested in taking the items and Jennifer will send out another email to confirm if they want the items or not
    - If not, we can send them to the thrift store
    - Or Jennifer and Sydney are lowk gonna go to jail for harassment
- ★ Clean up ants </3

## ✨UPCOMING EVENTS

|          |                      |
|----------|----------------------|
| 07/09/26 | <b>AWS Reachback</b> |
|----------|----------------------|

## ✨MOTIONS

1. MOTION \$200 to pay Sia Garg for WiE x WiCS Collab Event
  - a. Motioned by Sia Garg
  - b. Seconded by Malaika Qureshi
  - c. Motion: Passed/Failed
2. MOTION \$150 to pay Alexis Yew for Hardware Event
  - a. Motioned by Sydney Komanac
  - b. Seconded by Stella Shan
  - c. Motion: Passed/Failed
3. MOTION \$145.51 to pay Aeris Chan for Monthly Event and CR Restock
  - a. Motioned by Aeris Chan
  - b. Seconded by Sia Garg
  - c. Motion: Passed/Failed

Meeting ADJOURNED: 20:08

## ✨ACTION ITEMS

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Presidents: Sydney & Jennifer                  | <ul style="list-style-type: none"> <li>★ Onboard the new Director of Graduate Events and introduce her to exec chat</li> <li>★ Jennifer – follow up with Science AL!VE to confirm if they want the donation items (or send to thrift store if not)</li> <li>★ Create a new channel for CR inventory tracking</li> </ul>                                                                                                                    |
| Secretary: Manjari                             | <ul style="list-style-type: none"> <li>★ Upload Meeting Minutes</li> <li>★ Change exec headshots to the cropped ones</li> <li>★ Reach out to Maria about the hover-name bug</li> <li>★ Update <a href="https://sfuwics.com">sfuwics.com</a> and add some past events on it</li> </ul>                                                                                                                                                      |
| Treasurer: Stella                              | <ul style="list-style-type: none"> <li>★ Finalize budgets for everything post -FAS meeting and share with exec</li> </ul>                                                                                                                                                                                                                                                                                                                  |
| Director of Sponsorships: Tina                 | <ul style="list-style-type: none"> <li>★ Follow up on Excelar and Transoft outreach</li> <li>★ Confirm meeting time with Teck and Metalab</li> <li>★ Continue outreach to Telus, RBC Borealis and CDM contacts</li> </ul>                                                                                                                                                                                                                  |
| Director of Communications: Chhaya             | <ul style="list-style-type: none"> <li>★ Finish and send this week's newsletter</li> <li>★ Finish first LinkedIn newsletter of the semester by end of week</li> <li>★ Gather attendee estimates from event execs for the FAS monthly meeting</li> </ul>                                                                                                                                                                                    |
| Director of Events: Phoebe & Sia               | <ul style="list-style-type: none"> <li>★ Confirm room booking for July 23rd</li> <li>★ Attend follow up meeting with WiE</li> </ul>                                                                                                                                                                                                                                                                                                        |
| Director of Technical Events: Alexis & Praneet | <ul style="list-style-type: none"> <li>★ Finalize Hardware Workshop with WiE</li> <li>★ Confirm Tech &amp; Metalab meeting details</li> </ul>                                                                                                                                                                                                                                                                                              |
| Director of Marketing: Asmi                    | <ul style="list-style-type: none"> <li>★ Post the Common Room reel</li> <li>★ Finish updating the marketing calendar</li> <li>★ Testimonial reel/survey planning for the mentorship program</li> </ul>                                                                                                                                                                                                                                     |
| Director of Visual Design: Bianca & Emily      | <ul style="list-style-type: none"> <li>★ Create Dir. of Graduate Events intro post once finalized</li> <li>★ Finish Cosmos designs <ul style="list-style-type: none"> <li>○ Send out the poll by next week</li> </ul> </li> </ul>                                                                                                                                                                                                          |
| Director of Mentorship: Malaika                | <ul style="list-style-type: none"> <li>★ Set up meetings with professors involved in past mentorship pairings</li> <li>★ Finish reviewing mentor/mentee role and responsibility guidelines</li> <li>★ Request designs for mentor application posts/ google form banner <ul style="list-style-type: none"> <li>○ Send out mentor applications once done</li> </ul> </li> <li>★ Brainstorm how to promote the mentee side as well</li> </ul> |

Executive at Large: Aeris

- ★ Review google form responses and summarize common themes/ideas