



Month 2025 General Meeting Minutes

Monday | June 30th

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

ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Felicia Jiang	President		
Mara Liwayway David	President		
Maria León Campos	Secretary		
Emmy Fong	Treasurer		
Aniyah Bohnen	Director of Sponsorships		
Sydney Komanac	Director of Communications		
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		
Bianca Dimaano	Director of Visual Design		
Maria Kapitanenko	Director of Mentorship		
Grace Li	Executive at Large		
sumo	Faculty Liaison		

Meeting COMMENCED: 19:02



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AGENDA and TOPICS DISCUSSED

★ ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Felicia - Career Fair
 - a. 2 confirmed execs
 - Talked to Mara ab recruitment form
 - b. Confirmed:
 - Director of Communications
 - Director of Sponsorships
 - Will confirm by tonight who this is
 - c. First meeting: Mid July
 - Post announcement for people who are part of committee by tonight
 - Committee will be very involved in marketing, naming, branding..
 - Because it's the first iteration!
 - Much more intentionality into shaping the event
 - Keep an eye out after today's meeting! More details to come (confirming role + availability)
2. Mara - Try/CATCH
3. Midterm Check-In Google Form
 - a. See how execs are doing!
 - b. Reflect on exp so far, express any concerns/suggestions for WiCS!
 - c. Will be sent out very soon! (this week or next week)
 - An opportunity to share everyone's experience + celebrate each others' wins!
 - 2 month mark, need to get feedback
 - CONGRATS EVERYBODY!!!! YAY

★ Bhakti & Emily - Director of Technical Events

1. Event updates - Fullstack Workshop
 - a. July 17th, @ 5-7:30PM
 - b. Found a lead!
 - Song, hosted informational workshop last year for how to start personal proj
 - c. Booked ASB 9703 ! CONFIRMED
 - Confirmed topic + tech stack by this Tues
 - Start promo !!
 - Looking for 1 volunteer for workshop
 - Help attendees debug
 - Will send out ping and then DM separately
 - Motion for dinner, since workshop is 2.5 hr
2. Bhakti - TRY/CATCH
 - a. Put out form last week

- Closed super quick, lots of volunteers!
- Messaged people today, waiting for confirmation to join team
- Waiting on confirmation (Weds, 11:59PM)
- First GM for TryCatch next week
 - Team isn't finalized yet
 - By later this week team is finalized -> Weds/Thurs

★ Gloria - Director of Graduate Events

1. Grad Coffee + Matcha 
 - a. RSVP Link to be sent out soon along with IG post & newsletter:
https://docs.google.com/forms/d/e/1FAIpQLSdTqY_n72Yrx6FWs6_lvUgqvPqxtiYkNUT6x70a9e6KrfioTw/viewform
 - b. Looking for any feedback from @Presidents and anyone who has any!
 - Should event have more of a goal (e.g networking) or is a chill social okay?
Can definitely adjust event details if required
 - c. **I would like to motion \$70** for the first few drinks depending on the attendance (motioning more than I expect the turnout to be)
 - d. Hoping to also gauge what kind of upcoming events grad students would be interested in during the social
 - e. V excited for the event!! Will take pics and update everyone after 

★ Maria K. - Director of Mentorship

1. Mentorship timeline
 - a. Working on application form
 - Ready for review sometime this week
 - b. Monthly check-in form
 - Also ready sometime this week
 - c. Meet up with Mara and Felicia
 - Speak + check timeline
 - Rather than in-person meet the mentor, do it virtually
 - Email?
 - Breakout rooms, speedchatting, etc...
 - Social + tech event won't be as packed in schedule
 - More spread out timeline wise
 - Will touch base when done!
 - d. Kickoff event
 - Meet the mentor session (near clubs day)
 - Social event when everyone is recruited
 - Vision boards
 - SUGGESTION: Letter to future self (@ end of program)
 - Tentative date for mentor application:
 - Mid July
 - Mentor interviews
 - Mid August
 - Mid August for mentee recruitment



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- e. **MARKETING: Testimonies from past mentors + mentees**
- f. **Monthly themes (?)**
 - Work in progress
 - For each month, focus on a certain topic/suggested theme
 - Remind mentors on how to facilitate conversations with mentees
 - There will have to be some in-person aspects to get word out about WiCS and SFU WiCS
 - Lecture rooms for first years
 - FAS promo
 - HIVE leaders to speak about event

★ **Emmy - Treasurer**

1. **FAS Funding**

a. **Submitted! ✓**

- Mara and Felicia will be in a meeting to reconfirm fund needs

★ **Audrey - Director of Marketing**

1. **Exec intro posts ✓**

2. **Marketing for Grad Coffee + Matcha**

- a. Will post tmrw on Instagram and Discord
- b. Reach out to grad student society to repost the event!

3. **Mentorship Marketing:**

a. **Testimonials are good!**

- Will connect + ask for testimonial(s)
 - @ Director of Communications
- Pin post on Instagram for visibility

b. **Think of reels**

- 2-3 per semester
- Mentorship or any event!

★ **Aniyah - Director of Sponsorships**

1. **Spoke to RBC + SAP**

a. **Met with SAP**

- Still want to sponsor WiCS
 - Due to compliances with gov't, the US gov't wants to "rephrase" their sponsors
 - Not women in CS or non-binary people
 - Cannot say we are being sponsored by SAP
 - Set money aside for us, want to pay platinum
 - A lump sum ticket to an event
 - Cannot pay us directly
 - Through FAS
- Want to sponsor Try/CATCH
- Presidents will discuss further + touch base
 - Aniyah will follow up, Felicia will help with response

2. **RBC**

- a. Discussed events + partnership would look like
 - Career Fair
 - Want to be more involved with SFU
 - Let them know when big ticket events are
 - Ontario opportunity with RBC, offer to students @ Try/CATCH
 - Summer tech labs, open to Ontario students (Ontario schools)
 - Grade 11-12 students to have their first internship experience @ RBC
 - Guaranteed coop offer in first year of university
 - b. Had call with Birdie Moss
 - Also met with Vancouver representative
 - Interested in involvement with SFU
 - Get back to them with a list of SFU contacts, career fairs that are happening, people we know
 - Timeline for WiCS Sponsorship
 - Innovation Hub
 - Will be open to public November
 - Allow more people to be in the space
 - More workshops, office tours (around October)
 - Visit around January
 - Want to expand in Vancouver
 - Re-send sponsorship package
 - Think about what tier they want to sponsor us as
3. Women@AWS Cloud & AI/ML Bootcamp
 - a. Will follow-up!
 - Today or tmrw
 - More updates by next meeting :D

★ Sydney - Director of Communications

1. Newsletter sent out ✓
2. Send out an email for Grad event tmrw!
 - a. + will be in next newsletter
3. Heard from Ouldooz about CSDC meeting
 - a. Will send invite
4. Alumni Newsletter
 - a. Will start working on it this week
 - Come out @ end of July
 - Showcase what WiCS has been doing, advanced marketing
 - Career fair, Try/CATCH..
 - End of every sem works!

★ Bianca - Director of Visual Design

1. All exec introduction posts done ✓
2. Grad Coffee + Matcha graphic done ✓
3. Merch ★👁👁



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- a. Stickers and keychains are most popular right now!
 - Hoodies and totebags second!
- b. Will get design ideas for both
 - And quarter zips heheh
 - By fall semester have smth done :D

★ Grace - Executive at Large

1. Bulletin Board

- a. Drafted up design
 - Get it up tomorrow!
 - Bianca helped make a cleaner version for meeting the execs
 - When finished, take a picture and send it at general chat!!
- b. TASC closet
 - Signs + box confusion 🤔
 - Merch + shirts from past WiCS events
 - Give away @ other events
 - Inventory check is helpful for event directors to know what we need to get on-site
- c. Inventory Check
 - Made a copy of Google Sheet
 - Compare + contrast numbers
- d. Motion for CR snack restock!

★ Jennifer & Jaycie - Director of Events

1. FROSH plans

- a. WiCS Chill room
 - Chill room -> ASB
 - Contacted Dina
 - Emailed Linda to book TASC for sushi
 - Make it open to general WiCS members apart from volunteers
 - Soft-open around 9pm
 - Sushi Lunch Friday the 5th in Burnaby
 - Speed friend dating
- b. WiE is meeting tonight
 - Will get back to us regarding collab!
- c. SoSY collab first week (Sept 4)
 - Kokoro in Surrey! Girlies' Night out 💜
- d. FELICIA COMMENTS: Think about setup times!
 - Would do @ 6pm
 - + Open up room after poster competition
 - Made it a bit hectic, unless they knew through word of mouth
- e. TODO: Figure out logistics
 - Jaycie will be w/ SoSY in the beginning
 - Need volunteers to help Jennifer with setup
 - Felicia may help out!

2. WiE Collab

a. July 23rd

- Confirm time with WiE on Wednesday
 - Fill out poster form afterwards
- Sushi, pizza + bracelets + games @ Burnaby Mountain
 - Emailed to book TASC
 - If rainy, will host in TASC

★ Maria L. - Secretary

1. No access to portal still 😞

GENERAL

JULY STEP CHALLENGE!!!!

🌟UPCOMING EVENTS

July 11	Grad Coffee + Matcha
July 17	Fullstack Workshop

🌟MOTIONS

1. MOTION \$<70> to pay <Gloria Mo> for <Grad Coffee + Matcha>
 - a. Motioned by <Felicia Jiang>
 - b. Seconded by <Bhakti>
 - c. Motion: Passed/Failed
2. MOTION \$<200> to pay <Bhakti Bhanushali> for <Full Stack Workshop>
 - a. Motioned by <Bhakti Bhanushali>
 - b. Seconded by <Mara David>
 - c. Motion: Passed/Failed
3. MOTION \$<50> to pay <Grace Li> for <CR Restock>
 - a. Motioned by <Grace Li>
 - b. Seconded by <Bhakti Bhanushali>
 - c. Motion: Passed/Failed
4. MOTION \$<250> to pay <Jaycie Say> for <WiCS x WiE Summer Social>
 - a. Motioned by <Jaycie Say>
 - b. Seconded by <Jennifer Huang>
 - c. Motion: Passed/Failed
- 5.

Meeting ADJOURNED: 20:14



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✨ ACTION ITEMS	
Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Meet with Maria about Mentorship timeline ★ Send out Midterm Check-in ★ CSSS Announcement ★ Felicia - Career Fair ★ Mara - Try/CATCH
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes
Treasurer: Emmy	<ul style="list-style-type: none"> ★
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Women@AWS Cloud & AI/ML Bootcamp ★ Follow-up with RBC, SAP
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ Grad promotion ★ CSDC meeting (?) ★ Alumni Newsletter WIP
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ WiCS x WiE event updates (set date) ★ FROSH
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Bhakti - Try/CATCH ★ Fullstack Workshop
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ Promo Grad Coffee + Matcha ★ Think of reels
Director of Visual Design: Bianca	<ul style="list-style-type: none"> ★ Continue brainstorming merch ★ Create a poster for fullstack workshop! ★ Merch 🌟👁️
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> ★ Grad Coffee + Matcha
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> ★ Meet with Presidents about Mentorship timeline
Executive at Large: Grace	<ul style="list-style-type: none"> ★ Bulletin Board setup ★ CR snack restock