



June 2025 General Meeting Minutes

Monday | June 2nd

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	Selina Zhang	
Maria León Campos	Secretary	Gahee Kim	
Emmy Fong	Treasurer	Sophia Don Tranho	
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 - RBC sponsorship
 - a. Handing us off to Vancouver RBC !
 - Will respond back
 - Let Aniyah handle rest of communication
 - Have point of contact on:
 - Who is RBC for us, (end of June)
 - Seems to be a lot of interest!
 - Wait until it's introduced, hand off to Aniyah afterwards
2. Felicia - WiE contact for summer social
 - a. 3 potential people
 - 1 confirmed!
 - Eugenia
 - Reached out to Jennifer
 - Anchal
 - Vivien
 - Was part of networking night
 - b. WiE Co-president will also be helping out
 - Mara and Felicia have made an updated WiCS x WiE communication channel 🍷
 - Will ping Jaycie and Jennifer or let them ping to make intros in channel
 - Hold off until exec roles are confirmed
3. Mara - Try/CATCH
 - a. Co-lead update(s)
 - Mara is one of the Co-Chairs
 - THE CO CHAIR IS BHAKTI!!!!
 - Director of Technical events
 - Has exp in outreach
 - NN 2025!!!
 - b. Executive/non-exec Committee Members
 - Website, merch..
 - Google form signup soon for non-execs!!!
 - If you'd like to be part of the team, let Mara know
 - c. Other(s) with teams TBA, Aniyah, Sydney, Jennifer, Maria L., Gloria, Bianca, Grace
Top 2 teams:
Aniyah - 1. Logistics 2. Website
Grace - 1. Logistics 2. Merch/Swag

- Sydney - 1. Recruitment 2. Logistics
- d. Assign roles by THIS FRIDAY
 - Fill out doc by then
- 4. FAS Funding workshop
 - a. A bit repetitive but good!
 - Presentation slides avail to WiCS execs
- 5. A new event.. 🙄
 - a. Sponsor Night
 - Replacement for another annual WiCS event
 - More details in next GM 😊
 - Once funding is more defined
 - Timeline - Late Sept

★ Bhakti & Emily - Director of Technical Events

- 1. Created Google Form to gauge interest!
 - a. Raffle for entries
 - If you signed up you are in the DRAW!!!!
 - Felicia will motion for prize next meeting
- 2. THE MOST POPULAR EVENTS WERE:
 - a. Technical Workshops (skill based)
 - Git, Personal Website, Python, etc
 - b. Leetcode sessions 💪🔥
 - c. Interview tips + mock interviews
 - d. More interest in intermediate content
 - And in-person!
 - e. Content is seen on Discord more rather than Instagram

★ Gloria - Director of Graduate Events

- 1. Dates for first event
 - a. Coffee/bubble tea meetup
 - Events shouldn't be too close w each other
 - End of June or beginning of July
 - b. Update portal for event planning instructions
 - Which are pinned in the events channel!

★ Maria K. - Director of Mentorship

- 1. Any updates on program logistics
- 2. Started a new folder in WiCS drive
 - a. Putting all planning related info in there
 - An expectations/rules/responsibilities docs
 - Includes mentee/mentor expectations
 - Kind of like a contract/outline on what both positions entail
 - Started another doc for event planning
 - Noticed that everyone wanted more events
 - 1 social 1 technical per sem



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- For fall, start off first social to be vision boards
 - Set goals for the year ❤️
- Technical event could be course planning/degree planning session
 - Info on helpful courses for coop, good electives...
- Spring social:
 - Coffee chat hangout between mentors and mentees
 - Break out of mentor/mentee groups
 - Study spot scavenger hunt
- Technical
 - Resume event
 - These are all on the drive
- For any technical event, collab w/ directors of technical events!
 - We can explicitly state the content is suited for first years
- Info to keep in mind: How to maintain engagement in mentorship program
 - Events !
 - A kick-off and an ending/recap
- When do mentor apps open?!?
 - Early/mid July
 - July is OK ✅

★ Emmy - Treasurer


1. BMO Login (COMPLETE/PENDING)
 - a. Using Mara's account 😞
 - b. Read through FAS Funding page
 - c. Updated financial summary spreadsheet
 - There is a dashboard now for quick finance summaries! 🎉

★ Audrey - Director of Marketing


1. Exec Intro posts
2. Reachback
3. GHC
4. Gaining followers
 - a. Questions in DMs!
 - b. Increase # of people, hopefully more people know ab WiCS through Instagram
5. Create promotion schedule

★ Aniyah - Director of Sponsorships

1. Reach out to Workday (COMPLETE/PENDING)
 - a. Will be Gold Sponsor
 - Want WiCS to promote their event
2. Reach out to Orbis (COMPLETE/PENDING)
 - a. Form issue
 - Will follow up today
 - See if we can get the form working
3. SAP payment (COMPLETE/PENDING)



- a. Will reach out tomorrow!
- 4. AWS Reachback!!
 - a. Fun!
 - The pictures were fire
 - Workshop was very interesting
 - Hands-on aspect was nice! Attendees took away skills from event
 - Attendees wish they did an office tour to see more of the work aspect (what's it like to work there?)
 - b. Mostly SFU and UBC students
 - ~35 people approx.
 - c. Water Bottles + hats 
 - And fancy pizza

★ Sydney - Director of Communications

- 1. Newsletter
 - a. POSTED LAST WEEK !! SHE IS SO BEAUTIFUL 
 - b. Will be bi-weekly in summer
 - Not a lot to note
 - Starting to work on next week's newsletter
- 2. FAS Meetings w/ Nancy
 - a. All scheduled for Monday's in early afternoon
 - Added to WiCS google calendar
 - First meeting is next week
 - More updates on next meeting
- 3. Spoke about promoting WiCS events in FAS newsletter
 - a. Contact Jake (one of the student affairs coords)
 - Send details (Title, blurb link).. Send a day before
 - (newsletter is sent out every weds)
 - @ Director of Events ping Sydney to get your event on FAS newsletter



★ Bianca - Director of Visual Design

- 1. Newsletter Banner!! 
- 2. Summer General Meetings Post
 - a. On Discord announcement!
- 3. Finished AWS Recap Post!
 - a. Posted yday 
- 4. Exec Intro posts
 - a. Progress update(s)
 - Editing all photos in PS
 - Trying to make colours and lighting consistent
 - b. Theme + colour palette chosen
 - Aiming to finish by end of this week (or start of next week)
 - Mara + Felicia end of this week
 - Everyone else next week

5. Working on post for Events team 😊
 - a. Finish by Wednesday
6. Cosmos Discord Stickers
 - a. Progress update(s)
 - Haven't started, working on stuff above ^^
7. Insta highlight covers
 - a. Progress update(s)

★ Grace - Executive at Large

1. Snack refill 🍷
 - a. Need to pick up keys first
 - b. Drinks will be very popular
2. Keys pickup
 - a. This Friday, anytime
3. TASC catalog..?
 - a. There is an updated version (last updated: start of 2025)
 - It was view only, there is only a copy
 - In events folder in WiCS Drive
 - Please update soon 🙏
 - For Events people

★ Jennifer & Jaycie - Director of Events

1. Made a poll to settle the date on the upcoming summer event!
 - a. Friday won
 - Karaoke event 🎤
 - Room booking underway
 - b. Next Friday, June 13
 - Karaoke + mocktails
 - 3:30 to 5:30
 - Booking TASC 9204
 - There is someone booking the room RIGHT AFTER at 5:30 😞
 - Looking to book a different room for the event
 - ASB 9703 (bi-weekly hangout room)
 - Or just stick with TASC // move event time
 - 2:30 to 5:30
 - c. Michael from CSSS was reaching out to people to start planning FAS Formal
 - Get a WiCS representative
 - WHO!!! -> Jaycie
 - Keep us updated 🙏

GENERAL

★ GHC Grants

1. FAS Dean's office GHC grants
 - a. Applications sent out
 - Closed decisions committee



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- Chose on 2 people for the grant
- 7 GHC grant recipients all on 2025 channel!
- A group chat with WiE
 - People going to GHC as well
- Get everybody connected before event happens

★ Travel grant for Aniyah

1. UC Berkeley Hackathon
 - a. On June 21st
 - b. Will think about it due to FAS Funding

★ SFU Surge

1. Contacted Mara and Felicia ~2 weeks ago
 - a. Asked us about the following:
 - Prize track
 - Event (co-hosting)
 - b. Mara and Felicia have previously hosted a chill social event with Surge
 - WiCS is not monetarily supporting Surge

✨UPCOMING EVENTS

June 13	Karaoke Night
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✨MOTIONS

1. MOTION \$<50> to pay <Grace Li> for <Snack Refill>
 - a. Motioned by <Grace Li>
 - b. Seconded by <name>
 - c. Motion: Passed/Failed
2. MOTION \$<150> to pay <Jaycie Say> for <Karaoke Night>
 - a. Motioned by <Jaycie Say>
 - b. Seconded by <Jennifer Huang>
 - c. Motion: Passed/Failed
3. MOTION \$<20> to pay <Emily Quan> for <WiCS Technical Events Form>
 - a. Motioned by <Mara Li>
 - b. Seconded by <Aniyah Bowen>
 - c. Motion: Passed/Failed

Meeting ADJOURNED: 20:02



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✨ ACTION ITEMS	
Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Mara: Try/CATCH ★ Felicia: Hand off RBC Vancouver contact to Aniyah
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes
Treasurer: Emmy	<ul style="list-style-type: none"> ★ FAS Funding proposal
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Contact SAP
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ FAS Meetings ★ Newsletter ★ Contact Jake
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Karaoke Night
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Start event planning after gathering info from form ★ Bhakti: Try/CATCH
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ Exec Intro Instagram Post ★ Continue to post
Director of Visual Design: Bianca	<ul style="list-style-type: none"> ★ Cosmos Discord Stickers ★ Events Post ★ Executive Introduction posts ★ Instagram Highlight covers
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> ★ Start event organization
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> ★ Organize logistics in drive and continue event brainstorming
Executive at Large: Grace	<ul style="list-style-type: none"> ★ Snack refill ★ Get key ★ Update TASC 9204 + CR