



# October 2025 General Meeting Minutes

Thursday | October 9th

Location: Discord	Meeting Chair: Mara Liwayway David, Felicia Jiang
Meeting Minutes: Maria León Campos	

## ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Felicia Jiang	President	Raghad Alabdalla	
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: 19:03



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## AGENDA and TOPICS DISCUSSED

### ONGOING INITIATIVES

#### EXECUTIVE

#### ★ Mara & Felicia - Presidents

##### 1. Felicia - Career Fair

- a. Merch orders (today + tmrw!)
  - From own account, e-transfer later
- b. Finalizing food
  - Budget is flexible
- c. RBC main sponsor
  - Will be supported by workshops
- d. Finalizing panelists + workshops
- e. Marketing + merch going ahead
  - Announcements 1 week and a half before event opening

##### 2. Felicia - L&L

- a. Phoebe will do the Burnaby L&L
  - Found a professor + reached out w/ dates
- b. An will do the Surrey L&L
  - Thinking of dates and times

##### 3. Mara - Try/CATCH

- a. 71 unique registrations as of Wednesday, Oct 9
- b. Conduct volunteer orientation soon
  - Have ~8 volunteers outside of organizing committee
  - Orientation will let them know what teams they're part of
    - Line leaders, food dist, etc..
- c. Finalizing food options
- d. Marketing material for Instagram in the works
  - First post will happen next week, Oct 13

##### 4. CAN-CWIC Grant + Free Admission

- a. Applications are closed!
- b. Need 3 or more volunteers for deciding committee (preferably those who didn't sign up for CAN-CWIC)
  - Time commitment: **~1-1.5 hours**
  - Sometime during **this Saturday or Sunday**
  - Volunteer(s): Jennifer, Felicia, (third person would be great!)
    - 1-1.5hr meeting this Sat-Sunday

#### ★ Bhakti & Emily - Director of Technical Events

##### 1. Job 101

##### a. **Moved to the 22nd**

- The signup link will open tomorrow!

- Graphic posted tomorrow
- 2. AWS (w/ Aniyah)
  - a. Change date to sometime in Nov (17-18 / 24-25)
  - b. Aiming for 50 people
  - c. Book TASC 9404
- ★ Gloria - Director of Graduate Events
  - 1. Halloween Costume Event (**Oct 31 4-8 PM @TASC 9204**)
    - a. Motion:
      - Prizes \$100 (Gloria)
        - 2-3 prizes + leftover goodie bags + wics hoodie (?)
          - Hoodies: 1M, 6L, some XL
      - Food \$150 (Jennifer)
        - Allocating more \$\$ of prizes to food for dinner 😊
    - b. Movie choices (we will play these continuously?)
      - It's the Great Pumpkin, Charlie Brown!
      - Annabelle
      - Girl vs Monster
      - (feel free to suggest more guys :D)
  - 2. Design form (Gloria)
    - a. TODO: Complete by tomorrow
  - 3. RSVP form (Jennifer)
- ★ Maria K. - Director of Mentorship
  - 1. Mentorship update(s):
    - a. Given out TODOs for everyone in the program (sent over email + Discord announcement):
      - **Join Mentorship Discord**
      - Get everyone to meet their mentors (at least ONCE), decide where to meet, when to meet (overall format)
      - Will check-in later this week to see who's completed what!
  - 2. Will go back to planning mentorship event with UBC
- ★ Emmy - Treasurer
  - 1. Emailed Nancy regarding FAS Funding
    - a. FAS Funding is sent to chequing
      - If not sent by tomorrow, email again
  - 2. Reimbursements for Bhakti + Maria K:
    - a. **\$200 to pay Bhakti Bhanushali for Git + Personal Website Workshop**
      - Receipt for this was sent!
    - b. **\$200 to pay Maria Kapitaneko for Mentorship Kickoff Event**
      - Receipt for this was sent!
- ★ Audrey - Director of Marketing
  - 1. Technical event poster will be posted tomorrow ✓
  - 2. What's in CR reel: one idea i had is a voiceover of someone explaining what's in the common room (like here are my fave snacks, here is the gaming station...) while I stitch



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together a few clips of them for example playing with the switch. We can start of the reel with something like "Come take a tour of the common room with me". Lmk what you think ;D

- a. OK! Cute reel :DD
- b. Will send ping for actors
- 3. CAN-CWIC West
  - a. Volunteering day-of for live posts!
- 4. Try/CATCH
  - a. Volunteering day-of for live posts!
  - b. + Bringing polaroid camera
    - TODO: Motion for film!

★ Aniyah - Director of Sponsorships

- 1. AWS Meeting
  - a. Met today!
    - Confirmed- **Nov 25** (manager is coming)
      - **11-3PM**
        - Will send registration link next week
        - **CONFIRMED: Event will be 1 day**
      - 8-9 employees will showup
        - Waive/pay for parking
          - Buy a FlexPass, ask for license plates (?)
      - Address to ship merch to SFU
        - Usually SFU address
          - Notify FAS so they give it to us
        - **TODO: Ship to Aniyah's place to simplify process**
      - Event 'Challenge's, providing prizes for winners
    - b. Room booking: TASC 9204**
    - c. Post about event on LinkedIn
    - d. Check with Emily and Bhakti to join a meeting together next week!
  - 2. ILM
    - a. Did we follow up one more time (for Try/CATCH sponsorship)?
      - Will follow up today!
  - 3. On & Off (Try/CATCH)
    - a. Potential food sponsor?! 😊

★ Sydney - Director of Communications

- 1. WiCS Weekly Newsletter
  - a. Will send one out for next week!
- 2. Polyglot Unconference tickets
  - a. Advertised on Newsletter
    - 2 students reached out! Event is in 2 days
- 3. Fall LinkedIn Newsletter
  - a. Time(s) to post:
    - Nov 1st



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- Night of Oct 31st (Halloween Event promo 😊)

★ Bianca - Director of Visual Design

1. The following design requests have been completed:
  - a. Job Search 101
  - b. WiCS Cafe
2. Working on:
  - a. Mentorship Kickoff Recap - Finish by Sat, Oct 11
  - b. Helping TC Visual Designers w/ IG Posts - Finish first set this weekend
  - c. Halloween Costume Event
  - d. Lunch & Learn
    - 1 aims to be in early Nov
3. Merch Designs
  - a. Budget to be updated -> we mentioned roughly ~100 for stickers in last week's meeting!
  - b. Show ideas & progress in the meeting
4. I will not be available Oct 29 to Nov 2
  - a. **!!Please submit design requests earlier for events happening on these dates and \*\*the week after\*\* <3!!**
    - Even if everything is not fully planned, let me know as much as possible so I can get the graphics started early. Thank you so much!!

★ Grace - Executive at Large

1. Bi-weekly Hangout
  - a. Went well!
    - ~12 people, stayed for 1hr
    - Had a good time :DD Lots of leftover candy in CR
  - b. Next one in Oct!
    - Candy decorating event
      - Inspo pics in chat
    - Do a side/back-to-back Halloween event since it's on a similar timeline
  - c. Suggestion: have a poster listing out dates of bi-weekly hangouts
2. CR Snacks Refill
  - a. Refill this weekend

★ Jennifer & Jaycie - Director of Events

1. Jaycie - WiCS Cafe
  - a. **Tuesday, October 21 11AM - 2PM @ ASB 9703**
  - b. Poster + RSVP done!
    - To be promoted
  - c. Motion \$150 please
2. Jaycie - DIY Clay Charms
  - a. **Tentative Nov 13**
    - Has a time-frame/room been chosen?
      - To be confirmed later this month
3. Jaycie - WiCS x WiE x WiCT Gala

- a. **Thursday, December 18**
  - b. Each club puts in around \$550, not including tickets so will spend less
    - Aim for 20 people/club
      - Use Luma for registration. If open spots, let people from waitlist in
        - **E-transfer to SFU WiCS account**
4. Jennifer - StormHacks
- a. How was it!!
    - Went well! Lots of people enjoyed each individual event (bracelet making, tote bag painting, canvas painting), but not many people went up for karaoke!!
    - The time frame was perfect :D
  - b. Suggestions for next time:
    - Buy tablecloths so that paint doesn't get on the table
    - Bring more cleaning materials (wipes, disinfectant, etc.)
    - More water cups for painting
    - More mini plates for painting palettes -> not eco-friendly, but for a faster clean up
    - Bring some WiCS merch!
      - Some people asked for merch, but we ran out :(
      - Consider creating a raffle prize for next time (e.g., win a WiCS hoodie, goodie basket, etc.).
        - Sing one song, draw one painting, fill out a form, etc., for one entry
        - Pull at the end of the event
    - Confirm marketing (since we never got a carousel post out for the side event)
  - c. Budget
    - We got less material than what we asked for initially
    - The material was not from where we asked it to be sourced from as well
    - For next time, maybe we can offer to buy the items ourselves since we do have the funding available!
      - IIRC, Surge did have some issues overall with last-minute budget decisions/cuts!
    - In the end, not a big issue since we would've gotten more than what was used up!
  - d. Reimbursement
    - Reach out to Surge to discuss the breakdown?
    - **TODO: Reach out in 1-2 weeks to discuss finances**
5. Jennifer - Halloween Event w/ Gloria
- a. Cont' // Refer to Gloria's updates
6. Jennifer - WiCS Study Session
- a. WiCS members & froshees mentioned that they were interested in a study event at clubs day!
    - Second round of midterms coming up



- b. Logistics (**tentative**)
  - ASB 9896: Friday Nov 14th @ 12:00 PM - 5:30 PM
    - Checked the room booking, this is available for now
    - Want to send out a poll deciding on the weekday or date to the general public
  - Will finalize dates next week so that Bianca has a heads up
- c. Thinking of motioning \$150 (next week)
  - ~8 pizzas
  - Snacks and drinks from Nesters

**GENERAL**

1. Mailing list
  - a. Replace welcome message with a new one, explain that they need to ask to be unsubscribed
    - i. Redirecting to help desk would be a solution

**✨UPCOMING EVENTS**

Oct 21	WiCS Cafe
Oct 22	Job 101

**✨MOTIONS**

1. MOTION \$<100> to pay <Halloween Event Prizes> for <Gloria Mo>
  - a. Motioned by <Gloria Mo>
  - b. Seconded by <Grace Li>
  - c. Motion: **Passed**/Failed
2. MOTION \$<150> to pay <Halloween Event Food> for <Jennifer Huang>
  - a. Motioned by <Jennifer Huang>
  - b. Seconded by <Raghad Alabdalla>
  - c. Motion: **Passed**/Failed
3. MOTION \$<50> to pay <CR Snack Refill> for <Grace Li>
  - a. Motioned by <Grace Li>
  - b. Seconded by <Aniyah Bohnen>
  - c. Motion: **Passed**/Failed
4. MOTION \$<150> to pay <WiCS Cafe> for <Jaycie Say>
  - a. Motioned by <Jaycie Say>
  - b. Seconded by <Bianca Dimaano>
  - c. Motion: **Passed**/Failed
5. MOTION \$<26.88> to pay <TRY/Catch Polaroids> for <Audrey Safikhani>
  - a. Motioned by <Audrey Safikhani>
  - b. Seconded by <Aniyah Bohnen>
  - c. Motion: **Passed**/Failed

Meeting ADJOURNED: 20:16

✨ ACTION ITEMS	
Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Felicia - Career Fair               <ul style="list-style-type: none"> <li>○ Finalize panelists + workshops</li> </ul> </li> <li>★ Mara - Try/CATCH               <ul style="list-style-type: none"> <li>○ Finalize food options</li> <li>○ Finalize marketing</li> </ul> </li> <li>★ CAN-CWIC Applications</li> </ul>
Secretary: Maria L.	<ul style="list-style-type: none"> <li>★ Upload minutes</li> <li>★ Update SFU WiCS Site (Constitution page)</li> </ul>
Treasurer: Emmy	<ul style="list-style-type: none"> <li>★ Double-check FAS Funding               <ul style="list-style-type: none"> <li>○ If not sent to chequing, email Nancy tomorrow</li> </ul> </li> </ul>
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> <li>★ AWS Event               <ol style="list-style-type: none"> <li>1. Ask to ship merch to your place</li> <li>2. Attend next meeting w/ Emily + Bhakti</li> </ol> </li> <li>★ Follow up with ILM</li> </ul>
Director of Communications: Sydney	<ul style="list-style-type: none"> <li>★ Post Fall newsletter on Nov 1 // Oct 31 to promo Halloween Event</li> <li>★ Mailing list</li> </ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> <li>★ Jaycie - WiCS Cafe</li> <li>★ Jaycie - DIY Claycharms               <ul style="list-style-type: none"> <li>○ Cont' with logistics</li> </ul> </li> <li>★ Jennifer - Halloween Event w/ Gloria               <ul style="list-style-type: none"> <li>○ RSVP Form</li> </ul> </li> <li>★ Jennifer - WiCS Study Session               <ul style="list-style-type: none"> <li>○ Choose a different date/timeline</li> </ul> </li> </ul>
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> <li>★ Join next AWS Meeting w/ Aniyah</li> </ul>
Director of Marketing: Audrey	<ul style="list-style-type: none"> <li>★ AWS - Market event on LinkedIn</li> <li>★ Post WiCS Cafe</li> <li>★ Send out ping for CR Reel Actors</li> </ul>
Director of Visual Design: Bianca	<ul style="list-style-type: none"> <li>★ Stickers!</li> <li>★ Mentorship kickoff recap</li> <li>★ TC IG posts</li> </ul>

	<ul style="list-style-type: none"> <li>★ Halloween Costume Event</li> <li>★ L&amp;L</li> </ul>
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> <li>★ Complete design form for halloween event!</li> </ul>
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> <li>★ <b>Join Mentorship Discord</b></li> <li>★ Get everyone to meet their mentors (at least ONCE), decide where to meet, when to meet (overall format)</li> <li>★ Will check-in later this week to see who's completed what!</li> </ul>
Executive at Large: Grace	<ul style="list-style-type: none"> <li>★ CR Snack Refill</li> <li>★ Bi-weekly events</li> </ul>