



# September 2025 General Meeting Minutes

Friday | September 12th

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	Ellie Neufield	
Mara Liwayway David	President	Han Pham	
Maria León Campos	Secretary		
Emmy Fong	Treasurer		
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		
Bianca Dimaano	Director of Visual Design		
Maria Kapitanenko	Director of Mentorship		
Grace Li	Executive at Large		
sumo	Faculty Liaison		

Meeting COMMENCED: 17:06



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## AGENDA and TOPICS DISCUSSED

### ONGOING INITIATIVES

#### EXECUTIVE

#### ★ Mara & Felicia - Presidents

##### 1. Felicia - Career Fair

###### a. Sept 9 Meeting:

- Nancy offered to book a ballroom for us!
  - Need to provide floor plan for booking
    - Logistics + finance will meet this week to lock in details
  - Panelists -> Big Data room, ASB 9000
    - In a more open area
- Still sticking to late Oct sched (after Try/CATCH)
- Sponsors:
  - RBC locked in
  - Teck doesn't have capacity for sponsorship
  - Follow-up w/ other companies

##### 2. Mara - Try/CATCH

###### a. Sept 8 Meeting:

- Reached out to highschools, sending interest forms
  - Send out registration in end of Sept!
    - 4 confirmed sponsors
- Volunteers: Reach out mid Sept!
- Sponsors: 4 bronze sponsors confirmed (\$500 each)
  - In the process of hearing back from some sponsors
  - Sent out 2nd round of sponsors this morning, more will be sent in the coming days
- Rooms booked for all workshops + panels!
- Merch orders are ready to send out! (Pens, stickers)
  - Totes + tshirts are still in progress

##### 3. Fall 2025 Exec Meetings

###### a. Every Thursday @ 7PM! Yipee!

##### 4. Exec Social - Sat, Sept 27 @ 1-3PM, RESTAURANT TBA

###### a. Reflection activity will be held during this social event!

##### 5. Travel Grants (General)

###### a. Created a form for External Conference Grant Applications

- Asked for \$400 for WiCS members for conferences
- This form will be put up on website for WiCS members interested in attending all external conferences (summer 2025-spring 2026)
  - Must apply through SFU to be considered
  - May not be able to accommodate everyone



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- Application approval process will be explained on website

★ Bhakti & Emily - Director of Technical Events

1. AWS Cloud Tech Event
  - a. Date moved to November 15th
2. Git + Personal website workshop later this month
  - a. Contacting potential host

★ Gloria - Director of Graduate Events

1. WiML Update
  - a. Happening sometime in Dec-January
2. Fall semester event brainstorm:
  - a. COSTUME EVENT !!
    - Inspired by Halloween Event
    - Collab w/ Events!
  - b. Interest in grad panel (undergrads can come too!)
  - c. Intro to labs!

★ Maria K. - Director of Mentorship

1. Mentee applications are out!! 🎉
  - a. Due Sept 20th
    - Application numbers are looking a bit down 😞
    - Sydney will update newsletter + send out a reminder!
  - b. For promo:
    - FILM A REEL!!!
2. Mentor Online Event
  - a. Meet the Mentors Event (info session)!
    - Sent to Visual Design team
    - Hosted Sept 18
      - A 1-hr Zoom call w a Google Slides prez
        - Intro to WiCS, icebreakers, ask mentors questions
      - An RSVP form has been made for this!
    - TODO: Finish form sometime today/tomorrow, **publish by tomorrow**
3. Mentorship kick-off event
  - a. Room booking(s)
    - Book TASC 9204 (recc by Mara)
      - Look into booking ASAP, gets booked fast
    - Date: A month OR 3 weeks in advance
4. SFU WiCS x UBC WiCS Mentorship
  - a. Room Booking(s)
    - Reached out to SFU Mecs in Vancouver
      - Room capacities are small (50-ish)
      - Others had \$500 fees
    - UBC WiCS has 100 people in their program
      - Likely going to host at UBC due to larger numbers
      - IF HOSTED AT SFU: SFU Ballroom(?)



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- If mainly UBC WiCS, hosting @ UBC makes more sense
- Collab w/ Gloria to promote grad opportunities
- Want panelists/mentors to be industry mentors
  - Taking their mentors + including them in panel
- **TARGET AUDIENCE: Mentees + mentors**

★ Emmy - Treasurer

1. Submitted EFT for Mara's debit card
2. Called BMO regarding direct deposit form
  - a. Gave direct deposit form, sent to FAS but they did not like the format
    - Didn't "look official" because of no bank logo 🌸
    - Will go to BMO next week
    - Emmy will get a debit card !!
      - Fill out EFT again
3. Reimbursed **Gahee Kim** for the following:  
**2nd month of Lottie Labs subscription for SFU WiCS Website - \$25.33**

★ Audrey - Director of Marketing

1. Reels
  - a. WiCS Summer Recap
    - Cont'
  - b. Intro to WiCS
    - Cont'
  - c. CR Room Tour
    - Cont'

★ Aniyah - Director of Sponsorships

1. Women@AWS event confirmed for Nov 15th
2. SAP said they are having conversations with higher ups and will reach out in 2 weeks
3. ILM Meeting
  - a. Discussed sponsorship package
  - b. Potentially interested in sponsoring try/catch and doing a workshop
    - Workshop idea: computer science roles in visual effects and animation
  - c. They have summer internships so they want to hold an office tour / networking event late nov / early dec
    - Internship applications are posted in january

★ Sydney - Director of Communications

1. The following have been sent out!
  - a. LinkedIn Summer 2025 Recap ✓
  - b. Fall 2025 Newsletter ✓
2. Fall FAS meetings have been scheduled
  - a. First meeting is next Thurs! Added to Google calendar
3. WiCS Favorites posted

- a. Posted today on IG
4. Grant request from PhD student Sonia Raychaudhuri to attend PAISS Summer School in France
  - a. Sydney will send form first, then motion

★ Bianca - Director of Visual Design

1. The following are completed!
  - a. WiCS Mentorship Mentee App Poster ✓
  - b. Frosh Sushi Lunch ✓
  - c. MM Chill Room ✓
  - d. WiCS Google Slides for CSSS Info Session ✓
  - e. WiCS Favourites ✓
  - f. Clubs Day Post ✓
2. Working on:
  - a. Girlies Night Out
  - b. Meet the Mentors - Mentorship Program
  - c. CAN-CWIC
    - w/ UBC WiCS Designer
    - IG post + physical poster

★ Grace - Executive at Large

1. Clubs Day
  - a. Grace + Jennifer!
  - b. Weds - Felicia + Audrey
    - People already knew about WiCS via Discord
    - People liked the stickers!
      - Need more merch for next Clubs Day
      - Individual stickers would be better for next time rather than a sticker sheet
2. First Bi-Weekly Hang
  - a. Google form for those interested in helping/organizing events!
  - b. Grace will do first bi-weekly hangout
3. Common Room Stock Status
  - a. Restocked last weekend!
    - Spoons, snacks

★ Jennifer & Jaycie - Director of Events

1. Frosh
  - a. Sushi Lunch
    - Great turn out!!
      - Around 10-15 froshees and 30 people in total!
    - IMPROVE ON NEXT TIME: Sushi was delayed by an hour 😞
      - Pizza handout was held off due to this
      - Create a backup if problem arises again
    - All receipts are in the drive!
      - Waiting on reimbursement

- b. MM Chill Room
    - Goodie bags and bracelet supplies in the common room!
      - Handing out to froshes tn!
    - WiE bought the other craft supplies and food
    - Meeting at 10pm in ASB 9896 to start setting up!!
    - Bianca will be bringing paint supplies for us 😊
  - 2. WiCS x SSSS Girlies' Noon
    - a. Motion \$175
      - SSSS grant \$150 approved 😊
      - \$325 budget total
    - b. Wednesday, September 17
    - c. Meet in Atrium SRYE at 6:30PM
      - Go to Kokoro Surrey
    - d. Submitted design form!
    - e. Start promoting this weekend (**tonight**) please!!
    - f. RSVP form is being edited!
  - 3. Soap Making Event
    - a. Rachel has the materials ready, but still working on the prototypes
      - Should finish in the next 2 weeks
    - b. Aim to have the event in late Oct - early Nov
      - Fall or Christmas themed 🍂
- ★ Maria L. - Secretary
- 1. WiCS Website
    - a. Updated to advertise Frosh events ! 🔥
    - b. TODO: Update SFU WiCS Website

## GENERAL

- 1. WiCS Walking Wednesdays 👁️👁️👟
- 2. General Interest Form created from Club's Day

## 🌟UPCOMING EVENTS

DATE	EVENT
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## 🌟MOTIONS

- 1. MOTION \$65 to pay <Grace Li> for <CR Snacks>
  - a. Motioned by Grace Li
  - b. Seconded by Jennifer Huang
  - c. Motion: **Passed**/Failed
- 2. MOTION \$175 to pay <Jennifer Huang> for <Girlies Night Out>
  - a. Motioned by Jennifer Huang
  - b. Seconded by Bianca Dimaano
  - c. Motion: **Passed**/Failed
- 3. MOTION \$130.20 to pay <Felicia Jiang> for <General Meeting Sushi>

- a. Motioned by Felicia Jiang
- b. Seconded by Maria Kapitaneko
- c. Motion: Passed/Failed

Meeting ADJOURNED: 17:59

## ✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Felicia - Career Fair               <ul style="list-style-type: none"> <li>○ Follow up w/ other sponsors</li> <li>○ Cont' floor plan for room booking(s)</li> </ul> </li> <li>★ Mara - Try/CATCH               <ul style="list-style-type: none"> <li>○ Cont' highschool interest forms                   <ul style="list-style-type: none"> <li>■ Send out registration end of Sept</li> </ul> </li> </ul> </li> <li>★ Travel Grants (General)               <ul style="list-style-type: none"> <li>○ Application approval process explanation</li> </ul> </li> </ul>
Secretary: Maria L.	<ul style="list-style-type: none"> <li>★ Upload minutes</li> <li>★ Update SFU WiCS Website</li> </ul>
Treasurer: Emmy	<ul style="list-style-type: none"> <li>★ Go to BMO for debit card + direct deposit form (?)</li> </ul>
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> <li>★ SAP follow up</li> <li>★ ILM meeting</li> </ul>
Director of Communications: Sydney	<ul style="list-style-type: none"> <li>★ Fall FAS meeting</li> <li>★ Send Travel Grant form to Sonia</li> </ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> <li>★ SSSS Girlies' Noon - RSVP form</li> </ul>
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> <li>★ Solidify date for Intro to Git + Personal Website workshop</li> </ul>
Director of Marketing: Audrey	<ul style="list-style-type: none"> <li>★ Film reels:               <ul style="list-style-type: none"> <li>○ WiCS Summer Recap</li> <li>○ Intro to WiCS</li> <li>○ CR Room Tour</li> </ul> </li> <li>★ Promote Mentorship</li> <li>★ Promote WiCS x SSSS Girlies' Noon</li> </ul>



Director of Visual Design: Bianca	★ Update General Meeting post for Fall times
Director of Graduate Events: Gloria	★ Collab w/ Maria K for UBC WiCS ★ Fall sem event
Director of Mentorship: Maria K.	★ Promo mentorship event ★ Book room for Mentorship kick-off event ★ Cont' room booking w/ UBC WiCS
Executive at Large: Grace	★ Bi-weekly hangout ★ CR snack restock