



May 2025 General Meeting Minutes

Tuesday | May 20th

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	Selina Zhang
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

AGENDA and TOPICS DISCUSSED

ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Transition meeting(s) (cont')
 - a. All done!
2. Felicia - RBC sponsorship update
 - a. Did not get a response back
 - b. Will follow-up this week (tomorrow)
3. Mara - Try/CATCH
 - a. Will co-lead for this year's Try/CATCH
 - b. Find someone to co-lead w/
 - Preferably someone with outreach/treasurer experience (not req though!)
 - Will put out official message in next 2-4 weeks of who in exec team wants to join organizing team
 - Not until oct
 - Planning starts mid-late July
4. Appoint New Pollers
 - a. Felicia + Mara were pollers last semester
 - Difficult to do now that they are in presidency
 - b. Jennifer + Maria León will take over!
 - Weekly polls :))

★ Bhakti & Emily - Director of Technical Events


1. 1st event
 - a. Brainstorming update(s)?
 - Will get together this Friday
 - Report back updates next week
 - First event late July!

★ Gloria - Director of Graduate Events

1. 1st event
 - a. Brainstorming update(s)?
 - Smaller scale events to kick things off
 - Things are slower in summer
 - Accessible + low stakes
 - Grad coffee chat!
 - Summer picnic.. ❤️
 - Think about: timing, host an event before fall term
 - Dates are still up in the air

★ Maria K. - Director of Mentorship

1. Progress on defining program flow?

- a. Kickoff meeting around time of club's day in the fall
 - b. Thinking of making mentor/mentee meetings weekly (is this good or too often?)
 - Bi-weekly during midterm season
 - Weekly OK! ✓
 - c. From feedback, it seems that participants want more social events. I propose 2 mentorship events per semester (1 could be more for socializing, other could be more career/academic focused).
 - d. Implement a monthly reflection diary for mentors/mentees to maybe reflect on how the year progressed, could be used to look back on progress when the program finishes. Include some prompts to help reflect, can be very casual notetaking.
 - An idea from Mara: monthly google form check-ins
 - Reflect on how the month went!
2. Any ideas for a mentor recruitment campaign/timeline?
- a. Have recruitment go from early to mid August, reserve end of August for interviews and mentors to brainstorm ideas for mentees
 - b. As part of the application, have both mentors/mentees sign a document which acknowledges the commitments and expectations of the program (to make sure there are no surprises and everyone is dedicated)
 - c. Potentially have an onboarding meeting with mentors to give some guidance and ideas on how to run mentee meetings and the suggested structure (end of august, could be one of the interview questions?)
- ★ Emmy - Treasurer
1. Transition meeting
 - a. Status update (COMPLETE/PENDING)
 - b. Mara will provide BMO card login
- ★ Audrey - Director of Marketing
1. Executive photos
 - a. Photos uploaded to share drive (COMPLETE/PENDING)
 -  wics execs
 2. Exec Insta Post update(s)
 - We are going to do 15 separate posts
 3. Set-up date to meet w/ other execs to take photos
- ★ Aniyah - Director of Sponsorships
1. Workday
 - a. Updates on email response and follow-up?
 - Trying to get into email and get it working to respond to Workday
- ★ Sydney - Director of Communications
1. First newsletter !!
 - a. May 26 is the send date (Y/N)
 2. Mailing list check ✓
 - a. Mara helped get it sorted!! Hooray
 - b. Switched to redirecting instead of auto forwarding

3. Asked Bianca to make a banner
 - a. Refreshed version
 - b. Will ask for feedback
4. FAS Meetings
 - a. Scheduled through the Outlook calendar?
 - Nancy has scheduled FAS meetings through there (?)
 - Email Nancy and ask about meeting attendance
5. AWS Reachback
 - a. Ensure registration goes *through* us (WiCS) because participants were unsure about registration details
 - Keep note of this in the future; contact AWS first regarding registration

★ Bianca - Director of Visual Design

1. Cosmos Discord Stickers
 - a. Progress update:
 - Difficult to make emotes w/ Cosmo's body shape
 - Too small :(
 - Will figure something out!
2. Executive Introduction posts
 - a. Progress update:
 - Rather than **12-15 individual posts** -> combine roles
 - Compress to 3-6 posts
 - Or just compile everything into 1 carousel post
 - Thoughts?
3. Insta highlight covers
 - a. Haven't started
4. Newsletter Banner
 - a. Will start this week!
 - Similar design to clubs day post
 - More blue-purple theme

★ Grace - Executive at Large

1. Transition meeting
 - a. Status update (COMPLETE/PENDING)
2. Snack restock
 - a. Any update or plans 🍌
 - Cheetos
 - Mars bars
 - Any sweet treat
 - Granola bars and more drinks

★ Jennifer & Jaycie - Director of Events

1. 1st event
 - a. Brainstorming update(s)?
 - KARAOKE!!!!!!! - First ~2 weeks of June

- We have mics from last time!

- b. Beach Event early July!

★ Maria C.

1. SFU AEM portal access
 - a. :(I will try one more time
 - b. WiCS website up before end of summer
 - Gahee is deploying it soon
 - More info by July

GENERAL

★ Club's Day

1. Jennifer + Audrey @ booth
 - a. Really good!
 - Jennifer's first time @ Burnaby clubs day
 - Merch was popular
 - People asked about events
 - Lots of people joined Discord!And we got lots of upcoming volunteers 😊
 - FOR NEXT TIME: More chairs + help with setup

★ GHC Grants

1. Round 2 for 2 WiCS members!
 - a. This time it's sponsored by FAS Dean's Office!
 - b. Each person receives 1 ticket + a grant up to 1400
 - Due this Thursday by 11:59PM!
 - 4 applicants so far
 - Mara will meet with the GHC committee on Friday + discuss the 2 elected people!

★ AWS ReachBack

1. Technical event on Fri, May 23
 - a. 8am-2pm
 - b. Aniyah will go
 - Take WiCS group photo 💜
 - Take lots of photos/videos for recap post

🌟 UPCOMING EVENTS

5/23/2025	AWS ReachBack
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🌟 MOTIONS

1. MOTION \$<amount> to pay <name> for <description>
 - a. Motioned by <name>
 - b. Seconded by <name>
 - c. Motion: Passed/Failed

Meeting ADJOURNED: 19:50

✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Transition meeting(s) [cont'] ★ Mara: Try/CATCH ★ Felicia: RBC Follow-up ★ Felicia: Get WiE's IWD contact ★ Felicia: Exec Intro
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload 05-13 minutes + today's minutes
Treasurer: Emmy	<ul style="list-style-type: none"> ★ Transition meeting ★ Login to BMO
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Workday ★ AWS Reachback photos + videos
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ Prep first newsletter ★ Email Nancy about FAS meetings
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Continue brainstorming and planning first event (e.g. bare bones) ★ Get WiE's contact for IWD
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Continue brainstorming and planning first event (e.g. bare bones)
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ Continue marketing GHC Round 2 Applications
Director of Visual Design: Bianca	<ul style="list-style-type: none"> ★ Cosmos Discord Stickers ★ Executive Introduction posts ★ Newsletter Banner ★ Insta highlight covers
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> ★ Continue brainstorming and planning first event (e.g. bare bones)
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> ★ Read through our comments ★ Start planning logistics
Executive at Large: Grace	<ul style="list-style-type: none"> ★ Transition meeting ★ Snack refill