



# Month 2025 General Meeting Minutes

Monday | June 16th

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	Amelia Shen
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: 19:04

## AGENDA and TOPICS DISCUSSED

### 🌟 ONGOING INITIATIVES

#### EXECUTIVE

#### ★ Mara & Felicia - Presidents

1. Felicia - Handed off RBC contact to Aniyah
2. Felicia - WiE people are now in contact with our DoEs!!
  - a. And have their own channel in the server 😊
  - b. Collab w/ Jaycie + Jennifer
    - If anyone is interested in joining WiCS x WiE Summer collab let us know!
      - 1-2 execs, let us know in the meeting chat!
3. Mara - Try/CATCH
  - a. Chair meeting
  - b. Assigned roles to execs -> committee members
    - Finalized teams earlier today
    - Asking non-exec (volunteer chat) for Try/CATCH
      - We got a lot of volunteers!!
      - Closed form early @ 4pm.. Only 1 hour 😱
    - Will finalize organizing committee for Try/CATCH
  - c. Volunteer Form
4. Mara - CR Passcode 🦠
  - a. 2 reports of non-members typing in passcode + intruding in
  - b. Being an overall disturbance
    - People purposely intruding safe place ...
  - c. Got another report in CR chat
  - d. Mara emailed Li
    - He is out of office
    - Also emailed SFU via help desk
    - sumo will help us with passcode change
5. A NEW EVENT!!
  - a. Sponsor Night!
    - [Roles & Responsibilities](#)
      - Lists out different teams for sponsor night
        - WiCS execs get priority, 8 spots available
          - Note down the top 2 teams you'd like to join!
          - Felicia will reach out + start recruitment!
        - Other spots are reserved for volunteers (non-exec)
      - GOAL: Prepare WiCS members for future careers by providing sponsor booths for women in computing
  - b. NAMES
    - Maria León - 1. Communications 2. Sponsorships



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- Audrey - 1. Sponsorships 2. TBD

6. FAS Funding Appointment

- a. Proposal due: June 26th
- b. WiCS will meet with Nancy in July
  - Go over proposal, ask for any questions
  - Mara will attend this meeting, to be scheduled

★ Bhakti & Emily - Director of Technical Events

1. Event planning updates!
  - a. 3-4 events
    - 2-3 will be ran this summer
2. Personal website workshop
3. Intro to Git workshop
  - a. Ask Parsa to help out, as he's teaching this semester
4. Full stack workshop
5. Mock interview/LC session
6. Game development event
  - a. Collab with game dev club (if possible)
7. Timeline of workshops for summer semester:
  - a. Personal website - July
    - If closer to mid July, another workshop will be hosted late July/early Aug
    - Workshop lead: Parsa (to be asked), or a student (WiCS alumni)
    - More details next week!
8. Bhakti - Try/CATCH updates
  - a. Chose execs for committee
    - Sent out announcement in exec channel
    - Went through feedback form (last year)
      - Gathered that a lot of people said that workshops were too many
        - Less workshops, but longer time
        - 2 workshops rather than 3
        - Keynotes were mid theatre, workshops ASB
          - Too much pacing back and forth
        - Have keynotes + workshops both in ASB
          - Room # unknown
        - Encourage people to fill out feedback form
          - Gift Card rewards, give people time to fill it out

★ Gloria - Director of Graduate Events

1. Coffee/bubble tea meetup
  - a. Date: July 4th or 11th (depending on availability, going to make RSVP form)
    - Will send out an RSVP form next week!
  - b. Time: 4:30-6PM
  - c. Area: Likely Downtown
  - d. Ideas:



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- Coffee: Giovane Caffè, Cafe Marie, FUNK Coffee Bar, Nemesis Coffee Gastown, Good Earth Coffeehouse
- Bubble tea: Coco
- e. Mini bingo? Icebreakers, etc.
  - Board games in WiCS CR

★ Maria K. - Director of Mentorship

1. Logistics updates?
  - a. Finalizing events to host for next year
2. Spring term social - study cafe drop-in
  - a. Opportunity to speak ab study habits, mt season, project work
  - b. Intro to co-op crash course (for first years)
    - People who've done co-ops are mentors
      - A workshop more tailored towards WiCS
        - Company culture, diversity factors, experiences from WiCS members
  - c. Kick-off
    - Gather mentors
      - Give intro to mentorship program
    - Icebreaker
      - Speed-dating/friending
        - What mentor/mentee interaction should be like
          - For 5 min, get icebreaker qs and get to know other people
  - d. Wrap-up
3. Monthly guide for mentors to structure meetings
  - a. Provide resources for them to pull from
    - Google form, monthly check-in from mentors/mentees
    - Progress check
      - Accomplishing goals?
      - Need support from the program?
    - Start thinking about monthly themes
4. Mentor recruitment date(s)
  - a. Late July, early Aug
    - Will work on an application form for this!
5. Mentees
  - a. Late August
    - Before meet the mentors event

★ Emmy - Treasurer

1. Met with co-presidents for the following:
  - a. Try/CATCH finances
  - b. WiCS hackathon
  - c. Bi-weekly hangout
  - d. Sponsors

- Still waiting on Felicia to write expected revenue + funding from sponsors + NOT FAS
- e. Otherwise done w funding proposal + ready for sendoff
- ★ Audrey - Director of Marketing
  1. Sip and Sing recap posted!
  2. Intro to exec posted
    - a. Mara + Felicia WOOO!!!!!!
    - b. Plz no clash with events w/ exec posts
      - Let everything ~marinate~
  3. July 4th - graduate events post
    - a. Will plan around it
    - b. Maybe post 2 exec roles on same day
  4. DataSci student society repost
    - a. For those interested in going to datasci
- ★ Aniyah - Director of Sponsorships
  1. In contact with RBC now 🎉👏
    - a. Will meet on Wednesday with Felicia
      - More updates to come YIPPEE!
  2. Followed up w SAP
    - a. Haven't heard back, will follow up again
- ★ Sydney - Director of Communications
  1. Posted second newsletter 💜
  2. Other updates:
    - a. Attended FAS meeting last week
      - Updates in exec chat
        - + email from Nancy
        - Nothing major to report
    - b. LinkedIn alumni group newsletter
      - Briefly mentioned
        - Thinking of doing carousel post using Canva
        - Similar theme to newsletter
        - When will this be sent out?
          - Any day in last week of month, or first week of new month on LinkedIn
- ★ Bianca - Director of Visual Design
  1. Sip and Sing recap ✅
  2. Meet the Execs
    - a. Going really good
    - b. Mara + Felicia posted!!
    - c. Going in order of list of execs based off channel on Discord
      - Need to edit photos + will be posted by tomorrow
- ★ Grace - Executive at Large
  1. Restocked CR snacks!

2. TASC catalog update
  - a. Tried key, did not work!?
    - Please try again 😞
3. Bulletin Board updates
  - a. Drafting layout
    - Will get it done by next meeting

★ Jennifer & Jaycie - Director of Events

1. Sip and Sing
  - a. Went well!
    - Had ~5 people
      - This may be due to summer semester
    - Some came in and out to get food
    - Many people have assignments due friday 😞
      - Diff date or make it later, bc everyone was working on assignments
    - Everyone liked the Shirley Temples
      - Leftover were given to CSSS for BGN
      - Returned pitchers
    - FOR NEXT TIME: Change room to glass room, exposure increases attendance!
      - Marketing RSVP form better
        - It is not “you MUST RSVP to show up”, it is more to gauge attendance
      - CSSS booked TASC for every Friday @ 5:30 (take the room for the night)
        - Be wary of events on Friday, as they will have the room after us
          - Ensure to clean up before they come
  - b. Recap posted
2. WiE meetup
  - a. Meeting up on Weds for collab event logistics
    - Sushi + sunset picnic @ Burnaby mountain in July
3. Final summer event (Aug)
  - a. Taylor Swift night in TV glass room
    - Watch eras tour movie, make bracelets
4. FROSH
  - a. Nancy wants a timeline by end of month
    - Sushi lunch @ Burnaby
    - And another lunch @ Surrey for SOSY girlies
    - Check w CSSS + SSSS what events they have, work around those events
    - + Report back to Nancy
  - b. Room booking for MM
    - All SFSS spaces need to be booked through SFSS, not Nancy anymore
      - Will talk to CSSS to see which room is avail for MM event
5. Jaycie - FAS Formal Rep

- a. No updates, they're planning really early
- 6. Summer collab event
  - a. Late July
    - Still planning out, nothing is concrete
    - Maria K might help out 🙌

**GENERAL**

- 1. External Conferences
  - a. In last year's funding proposal, WiCS asked for \$600 in conferences
    - i. \$ for WiCS members if they want to attend conferences (hackathon!)
      - 1. Received funding but never used it
      - 2. Aniyah, UC Berkeley hackathon
        - a. We can provide funding for this!
        - b. Max amount of 100 for each WiCS member attending an external conference
        - c. Will reach out to more details for this!
    - ii. Going to ask for the same amount for this year's funding proposal

🌟 UPCOMING EVENTS

DATE	EVENT
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🌟 MOTIONS

- 1. MOTION \$<24.58> to pay <Gahee Kim> for <LottieLab Pro for WiCS Website animations>
  - a. Motioned by <Mara Liwayway>
  - b. Seconded by <Maria Kapitaneko>
  - c. Motion: Passed/Failed

Meeting ADJOURNED: 20:08

🌟 ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Mara - Try/CATCH</li> <li>★ Mara - CR passcode change</li> <li>★ Mara - Sponsor Night</li> <li>★ Felicia - RBC meeting with Aniyah</li> <li>★ Mara + Felicia - FAS Funding Appointment</li> <li>★ Mara + Felicia - Look into FOB access</li> </ul>
Secretary: Maria L.	<ul style="list-style-type: none"> <li>★ Upload minutes</li> </ul>
Treasurer: Emmy	<ul style="list-style-type: none"> <li>★ Finish funding proposal w/ co-presidents for send off</li> </ul>



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Director of Sponsorships: Aniyah	<ul style="list-style-type: none"><li>★ RBC meeting with Felicia</li><li>★ Follow up with SAP</li></ul>
Director of Communications: Sydney	<ul style="list-style-type: none"><li>★ WiCS alumni LinkedIn newsletter</li></ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"><li>★ WiE meeting for summer collab event</li><li>★ FROSH timeline for Nancy</li></ul>
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"><li>★ Get in contact with workshop leads for personal website workshop</li><li>★ Begin working on event logistics</li></ul>
Director of Marketing: Audrey	<ul style="list-style-type: none"><li>★ Post intro to exec posts</li></ul>
Director of Visual Design: Bianca	<ul style="list-style-type: none"><li>★ Continue intro to exec posts</li></ul>
Director of Graduate Events: Gloria	<ul style="list-style-type: none"><li>★ Send out RSVP form for coffee meetup</li></ul>
Director of Mentorship: Maria K.	<ul style="list-style-type: none"><li>★ Continue planning logistics</li><li>★ Begin creating mentor application form for sendoff</li></ul>
Executive at Large: Grace	<ul style="list-style-type: none"><li>★ Update bulletin board</li></ul>