



Month 2025 General Meeting Minutes

Thursday | September 25th

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	An Nguyen	
Mara Liwayway David	President	Raghad Alabdalla	
Maria León Campos	Secretary	Mishika Bhandari	
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

AGENDA and TOPICS DISCUSSED

ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Felicia - Career Fair
 - a. Met on Tues (weekly)
 - Room booking sorted out
 - A lot of members busy w/ mts
 - Getting back to sponsors!
 - Marketing coming out soon for Sydney to post in newsletter
2. Mara - Try/CATCH
 - a. Releasing registration for students to signup on Monday, Sept 29
 - Wrapping up website, finalizing Eventbrite form
 - Working with SFU Science Alive to get this done!
 - b. Sponsors:
 - 1 new gold sponsor!
 - c. Bhakti's updates:
 - Confirmed with Nimz that we've received money from Orbis
 - Nimz said the single person can donate to try/CATCH and get tax receipt - have the person know and send the donation link
3. Exec Social
 - a. Happening this Saturday, 1-3PM @ Green Leaf House Sushi!!
 - @ Execs, react to announcement sent by Mara in exec-announcements!!
4. Travel Grants Guide
 - a. **☰ Guide: How WiCS Travel Grants Work**
 - To be uploaded to (new) SFU WiCS site!
 - To be posted in Newsletter w/ a blurb + hyperlink to the document above
 - For next week's newsletter, since hackathons + conferences are opening up in the following weeks/months
5. CAN-CWIC/CAN-CWIC West
 - a. Releasing grants for both CAN-CWIC West and CAN-CWIC (Toronto)
 - Released on Monday!
 - 2x 1500 Grants for CAN-CWIC (Toronto)
 - Cover flight, accommodation, other
 - 6x FREE Admission Tickets for CAN-CWIC West
 - Happening @ SFU Harbour Centre!
 - Applications open next Monday!
6. WiCS Hoodies
 - a. Can someone help me count the hoodies and sizes left
 - A bunch leftover!!!! We don't know exact amount



SFU Women in Computing Science

- We will make an announcement with stock numbers

★ Bhakti & Emily - Director of Technical Events

1. Git + Personal Website Workshop
 - a. Git is tomorrow. Expecting ~25 people
 - b. Personal website is on Monday. Expecting ~30 people
2. Job 101
 - a. Vivian and Avni confirmed as hosts
 - b. Workshop will be online now. Around 16th oct

★ Gloria - Director of Graduate Events

1. Costume contest
 - a. On Oct 31!!!!
 - b. Will look into room bookings for event
 - Will reach out to Jennifer for booking process
 - **ROOM RECS: TASC**
 - c. Prizes for costumes:
 - Leftover goodie bags from MM
 - Need to count how many are left
 - Based on that, choose the amount of winners (top 3, 5...)
 - WiCS Hoodies as prizes too?!? 🙄
2. Grad panel
 - a. Will start looking into potential panelists
 - b. Date TBD but likely sometime in Nov/Dec

★ Maria K. - Director of Mentorship

1. Meet the Mentors
 - a. Only had mentors show up..
 - Mentors got to know each other!
 - Ice breakers, general program announcements
 - 30min-ish
2. Mentee applications
 - a. Extended!!
 - 11 applicants!! YAY!!!
 - Will send out an email to everyone in program tomorrow about Mentorship kick-off event next week (vision board, letters to future self)..
3. Mentorship kick-off event
 - a. **Requested ASB 9896 for Oct 3**
 - From 4-6 or 7 pm
 - TODO: Double check time
 - b. Check room booking (no confirmation mail)
 - Contact Sara or (name Felicia said that idk how to spell)
 - c. Able to get in with/without FOB (for ASB)?
 - No FOB
 - Jaycie has the code
 - Mara + Felicia will provide instructions on how to get there !

- Pickup key before 4 (office closes then)

★ Emmy - Treasurer

1. BMO Debit Card

a. Went to BMO w/ Felicia + Mara

- Got debit card + direct deposit form for account
 - Sent to Nancy + FAS!
- Direct deposit form:
 - Should be kept by treasurer ✓
- To add a signing officer (in future), everyone in the list has to sign + approve of a new signing officer
 - WiCS has 2 BMO accounts
 - Debit + savings
 - Moving money to savings -> debit
 - Need everyone's signature 😞
 - Emmy, Mara, Felicia, Sumo (currently)
 - + Need everyone in-person @ the bank
 - NOTE: Shouldn't accumulate money in savings
 - Keep this in mind when allocating money // assigning new signing officers (for the future)!

★ Audrey - Director of Marketing

1. WiCS Mentorship posted ✓

2. What's in CR Reel

3. CAN-CWIC West + Toronto

a. CAN-CWIC West posted on Instagram

- Add a FAQ post to this!

★ Aniyah - Director of Sponsorships

1. AWS Meeting

a. Event is planned for Nov 15

- Potentially thinking of doing this for 2 days!
 - Day 1 -> Same as planned
 - Day 2 -> Applying knowledge, hackathon-style event
 - Want to take care of food + room booking on WiCS side
 - Booking Big Data Hub would be nice, open to recommendations
 - Big Data Hub is too costly (500 for full day 😞)
 - Will provide us with a blurb, need to create marketing materials ourselves
 - Will provide us with registration survey link, can be posted 2-weeks/a month in advance
 - Connected with their registration
- Will meet again 2 weeks from now!
 - SUGGESTION: Meet next week instead of 2 weeks (due to graphics, signups..)
 - Involve Emily + Bhakti

- Since it's an on-site event!
- Get them to attend meetings for input

2. ILM

- a. Posted just now (in server!)
 - Emailed ILM, scheduled for tomorrow morning

★ Sydney - Director of Communications

1. Newsletter sent out this Monday! ✓
2. Ouldooz CAN-CWIC Emails
 - a. Refer to President updates
3. WiCS Mentorship
 - a. Mentee application extension period was posted on Newsletter
4. Email from 'Polyglot Unconference' @ UBC
 - a. Happening Oct 11
 - b. Asking us to promote the event + offering 2 free tickets to SFU WiCS members
 - c. How would we like to distribute them?
 - Post in Newsletter first
 - Redirect people who are interested to email/DM Sydney

★ Bianca - Director of Visual Design

1. The following are completed!
 - a. Git + Personal Website Workshop graphic ✓
 - b. Fall General Meetings ✓
 - c. Try/CATCH 2025 Instagram Post ✓
2. Working on:
 - a. WiCS Mix Instagram posts/thumbnails
 - Finish by Today or Tomorrow EOD
 - b. CAN-CWiC West & Toronto Instagram posts
 - Finish by Sunday or Monday EOD
 - For FAQs:
 - A third post? Or add to each post?
 - Add to caption or form where people are filling out info
 - Or Instagram story Q box

★ Grace - Executive at Large

1. Bi-weekly hangout
 - a. Scrapbooking + bracelet making
 - Checked supplies in CR, plenty!
 - Pickup snacks for the event, otherwise good to go!
 - b. RSVP (?)
 - Not necessary
 - c. **Tentative October 8th**
 - d. Room booking update(s):
 - **ASB 9896 from 4-6PM**
 - e. Push back event 1 week back for promo
2. CR Snacks Refill



SFU Women in Computing Science

a. Motioned !

★ Jennifer & Jaycie - Director of Events

1. Jaycie

a. WiCS Cafe

- Week of October 13 (midterms???) or **October 20**
- Coffee, hot chocolate, tea, pastries
 - Starbucks iced coffee cartons
 - Tims hot coffee carafes
 - Hot chocolate powder, tea bags, kettle
 - Syrup
 - milk/oatmilk
 - Muffins, cookies

b. DIY Clay Charms

- Week of November 10
- Air clay + keychains from amazon

c. Christmas Cookie Decorating in Surrey

- Collab w/ SSSS (?)
- Week of November 24 or December 1

d. Winter Gala Collab with WiCT and WiE!

- Can book the SUB!
 - We don't *need* MECS for SUB booking
 - WiE or WiCT can book it!
 - Won't receive that much \$\$ from funding since it's a collab event
 - WiCT or WiE would have to file 1 grant for SFSS
- Started a GC with members
 - Agreed to make it an event for women and non-binary members from WiCT, WiE and WiCS
 - Thursday, December 18th
 - Outside venue, reaching out to potential venues
 - Semi-Formal
 - \$10-\$15 per ticket

2. Jennifer

a. Halloween event w/ Gloria

b. StormHacks WiCS side event

- Met earlier this week
 - Finalize logistics
 - Missing some items, spoke to Matthew
 - Will buy the rest of items (20 totes, 20 canvases, 2 packs of paint, snacks)
 - Budget complications on Surge's side
 - Wants us to split price
 - Will buy by EOW, let us know how much we owe



SFU Women in Computing Science

- Will motion next meeting // after StormHacks if needed
- Marketing + Visual Design
 - Did not market last year
 - Will be similar this year, did not get an individual post. Will be featured in carousel w/ other events
 - Repost on IG story
 - For individual posts, make our own on IG + get others to repost (?)
- Day-Of
 - WiCS comms channel in server
 - Matthew offered collab meet-up with TechTogether
 - WiCS will meetup with TechTogether
 - Will meet w MLH to handout merch

★ Maria L. - Secretary

1. TODO: Update new WiCS site with Travel Grant info

GENERAL

1. Every semester, WiCS hosts Lunch + Learns (with faculty members) !!
 - a. Will be recruiting for volunteers !!
 - i. For more info/interest in volunteering, reach out to Felicia
2. Ouldooz has formally stepped down as CSDC
 - a. @ Execs -> send a thank-you card
3. Anne Lavergne + Janice are retiring @ end of this semester
 - a. Happy retirement card(s)

✨UPCOMING EVENTS

Sept 26, Sept 29	Git + Personal Website Workshop
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✨MOTIONS

1. MOTION \$200 to pay Bhakti Bhanushali for Git + Personal Website Workshop
 - a. Motioned by <Bhakti Bhanushali>
 - b. Seconded by <Maria Kapitaneko>
 - c. Motion: **Passed**/Failed
2. MOTION \$200 to pay Maria Kapitaneko for Mentorship Kickoff Event
 - a. Motioned by <Maria Kapitaneko>
 - b. Seconded by <Maria Leon Campos>
 - c. Motion: **Passed**/Failed
3. MOTION \$50 to pay Grace Li for Bi-Weekly Event
 - a. Motioned by <Grace Li>
 - b. Seconded by <Mara Liwayway David>
 - c. Motion: **Passed**/Failed
4. MOTION \$50 to pay Grace Li for CR Snack Refill



SFU Women in Computing Science

- a. Motioned by <Grace Li>
- b. Seconded by <Aniyah Bohnen>
- c. Motion: **Passed**/Failed
- 5. MOTION \$50 to pay Jennifer Huang for StormHacks WiCS side event
 - a. Motioned by <Jennifer Huang>
 - b. Seconded by <Mara Liwayway David>
 - c. Motion: **Passed**/Failed
- 6.

Meeting ADJOURNED: 20:09

🌟 ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Felicia - Career Fair <ul style="list-style-type: none"> ○ CF Marketing in Newsletter ★ Mara - Try/CATCH <ul style="list-style-type: none"> ○ Release registration ○ Try/CATCH Website ○ Eventbrite form ★ Exec Social
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes ★ Update (new) SFU WiCS site with travel grant info
Treasurer: Emmy	<ul style="list-style-type: none"> ★
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Follow-up meeting with AWS <ol style="list-style-type: none"> 1. Contact Emily + Bhakti for input ★ ILM Response
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ Newsletter <ul style="list-style-type: none"> ○ Promote Polyglot Unconference @ UBC tickets
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Jaycie - WiCS Cafe <ul style="list-style-type: none"> ○ Plan logistics ★ Jennifer - Halloween Event <ul style="list-style-type: none"> ○ Help Gloria with room booking ★ Jennifer - StormHacks WiCS side event
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Git + Personal Website Workshop ★ Job 101
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ CAN-CWIC West + Toronto

	<ul style="list-style-type: none"> ○ Publish posters on Instagram
<p>Director of Visual Design: Bianca</p>	<ul style="list-style-type: none"> ★ WiCS Mix Instagram Post ★ CAN-CWiC Instagram Posts
<p>Director of Graduate Events: Gloria</p>	<ul style="list-style-type: none"> ★ Halloween event !! <ul style="list-style-type: none"> ○ Look into room bookings ○ + Confirm prizes for participants
<p>Director of Mentorship: Maria K.</p>	<ul style="list-style-type: none"> ★ Mentorship kick-off event <ul style="list-style-type: none"> ○ Double check time (room booking)
<p>Executive at Large: Grace</p>	<ul style="list-style-type: none"> ★ Bi-weekly hangout ★ CR Snack Refill