



# November 2025 General Meeting Minutes

Thursday | November 20th

Location: 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		
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: 19:01

## AGENDA and TOPICS DISCUSSED

### ★ ONGOING INITIATIVES

#### EXECUTIVE

#### ★ Mara & Felicia - Presidents

##### 1. Felicia - Career Fair

###### a. Recap meeting (this Tues)

- Very fast, good reminder of what to do for wrapup!
- Finance
  - Good to send over to Emmy
- Recap post
  - Comments for WiCS Website
- Visuals
  - Drafting up for recap
- Should be done post-finals!

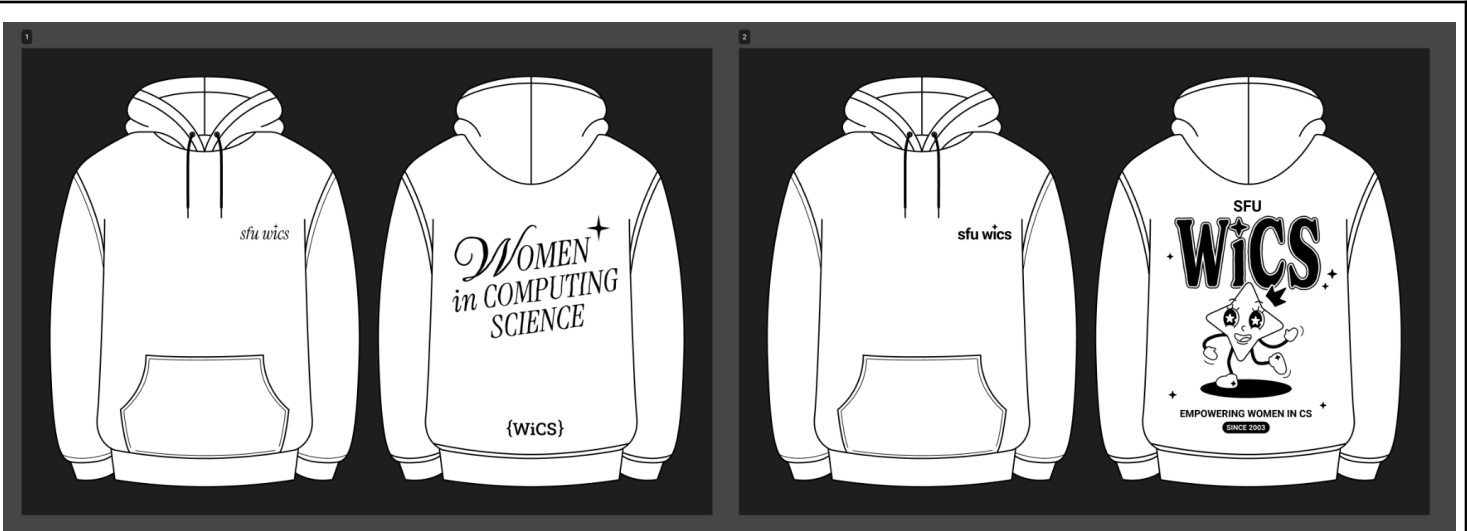
##### 2. Felicia - L&L

###### a. An (Surrey)

- How was it!!
  - Went well! Learned a lot
  - Prof was very talkative!!
- For next time:
  - Coordinate a reminder email/ contact in case of tardiness or absence
    - Prof came late (no contact to check if they'd be there)
    - Attendee came late
  - Testimonial(s) for both BBY + Surrey L&Ls for future promotion
    - For coordinator + attendees!
      - Audrey TODO: Reel or written form
- Send finances to Emmy for this week!
  - Coordinators, send e-transfer emails to Felicia by this week!

##### 3. Hoodies

- a. Interest form is ready, just need to add designs and send out
- b. Designs were posted, take a look below



c. Bianca:

- Show colour ideas in meeting
  - Will send out a poll to choose a design!
- Pressing Media - Jennifer can get a discount?
  - Will use existing discount for WiCS (if they have one)
  - Otherwise will reach out to supplier to sponsor WiCS
- I can get a template with the designs ready to send

4. Study Buddy Event

- a. Event Duration: November 24-December 16
- b. Will use the VCStats bot for challenge
- c. Graphic will be done on Saturday
- d. Marketing - Post on Sunday so people have 1 day in advance

5. End of sem care packages

- a. Will check in w/ Phoebe and Sia Garg if any goodie bag items brainstorming progress
  - 25-30 bags are a good amount!
  - Update Phoebe to let them know what date to have them by + reimbursement
    - GOAL: First week of finals week (check-in to see if OK!)

★ Bhakti & Emily - Director of Technical Events

1. AWS Event

- a. Graphic is posted ✓
- b. Event room booking
  - Booked SECB 1012
  - Emailed Sara asking if it's possible to get two fobs (waiting for response)
- b. Want to send the Instagram post to DNS so they can repost
- c. Are any WiCS members available to help out (setup, cleanup, food) on Tuesday?
  - Mara can help setup + cleanup!
  - Ping volunteer channel!

2. Mentoring Circles w/ Women @ MS Vancouver (Date: 3rd week of Jan - Tues/Thurs)

- a. Did we follow up?



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- Followed up and waiting for a response

★ Gloria - Director of Graduate Events

1. Yasaman + AI Hackathon updates

a. Had a meeting yesterday

- Collab with WiML
- Planned date: Feb 13 (before reading week)
  - Conflicts w/ WiCS Hackathon (Hackathon committee will work around date to avoid this conflict)
    - Target audience 3rd year+
- Wants help w/ WiCS for marketing + volunteers day-of
- Looking to reach out to MECS for catering
  - Finance breakdown in drive!
    - Felicia will send this (or check CF channels)
      - Ping Felicia for docs
    - \$100 per dish (? not sure)
      - \$14/person (individual meal)
      - For NN, large dishes were done
        - Last year's spending: 900
      - But def not cheap
    - Good option for "official" catering

★ Maria K. - Director of Mentorship

1. General mentorship updates

a. Everyone is really interactive with their mentors~

2. Mentorship event w/ UBC

a. Started a master doc of the timeline of the event in Jan!

- Panel / networking mixer type event
- Drafting outreach emails to be sent out soon (to UBC WiCS people)
- Contacted ubc WiCS to schedule a meeting to continue planning event
  - This Sunday!

3. Mentorship Fall Event 2 - **Nov 20 (2-3:30), ASB 10703**

a. **Postponed** 😞

b. The hosts made a really insightful presentation!

- Push back for next semester

c. Moving forward:

- Attendance has been a recurring issue for mentorship (kick-off, this event..)
- Open mentorship events to general WiCS members
  - But still cater events twds first years
- @ start of sem, open up a form to mentees to submit schedule
  - And tailor event dates/times to this!

★ Emmy - Treasurer

1. Try/CATCH Reimbursements sent out!

a. Let Emmy know in meeting chat if not received, will follow up!

★ Audrey - Director of Marketing



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1. The following have been posted:
  - a. Tech The Halls: Should I inform our following that we're sold out?
    - Waiting for remaining attendees to e-transfer to confirm
      - Once done, send out announcement saying it's closed
  - b. AWS AI/ML Bootcamp:
    - 2.8K Views, 1K accounts reached, 16 shares, 50 interactions, 62 profile activity
    - clubs that reposted for us: sfucompsci, sfuappliedsciences, surge, Data sci student society, blueprint, GDSC
    - Someone plz post stories during the event :''''
      - Aniyah will do this!
2. Upcoming promotions:
  - a. Fall semester recap reel
  - b. WiCS Mix recap in instagram + linkedin (waiting to see which photos need editing)
  - c. Fall newsletter for linkedin
  - d. Study buddy event
3. CR Reel: I suggest we push to next sem
  - a. Early next sem

★ Aniyah - Director of Sponsorships

1. AWS Event
  - a. Response asking for info (panelists, workshop hosts)
    - Got back to them w/ # of attendees ~47 signups
    - Sent picture of room
    - Merch arrived
      - Pens + notebooks w/ secret code
      - Bringing to CR tomorrow!
        - Put in front of grey cabinets
2. ILM Follow-Up
  - a. Response updates
    - No response - reach out again next week
3. SAP
  - a. Document done? (Y/N)
    - + sent out
    - Clarified "statement of work"
4. Orbis Office Tour - (**TENTATIVE: Jan 22, 2026**)

★ Sydney - Director of Communications

1. FAS Student Group Meeting
  - a. Holiday Social (no December meeting)
    - Tuesday, December 2
      - 4:30-6:30 @ TASC 9204
      - Will send out RSVP form
2. Engage with Future Engineering & CS Students – Dec 3
  - a. For prospective students coming to SFU!
  - b. Clubs Day style



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- In TASC 9204, bring anything representing WICS!
- From 5:30-7PM
- If anyone can help out, let us know!

### 3. Hackathon

- Posted in a volunteer channel to recruit for a committee!
  - Moved deadline to tonight + selected remaining positions!
    - Send acceptances tomorrow/Saturday
    - Channels have been set up for hackathon planning!
  - Aiming to begin committee meetings next week

### ★ Bianca - Director of Visual Design

- The following have been completed
  - AWS AI / ML Bootcamp [POSTED]
  - Tech The Halls [POSTED]
- Working on the following:
  - Study Challenge Post - finish by Saturday
  - Halloween Costume Contest Recap - finish by end of weekend
  - Try/CATCH Recap
    - Work paused until there are updates on blurring faces
- Merch Updates!
  - Hoodie designs
  - Sticker designs
    - Will send in chat



★ Grace - Executive at Large

1. CR Snack restock
  - a. Costco run!!
    - Yakult
    - Chocolate balls
2. Spring Clubs Day
  - a. Order new merch by then (we ran out of merch)
3. Bulletin board updated w/ gala + AWS Event

★ Jennifer & Jaycie - Director of Events

1. Jennifer - WiCS Study Session
  - a. HOW WAS IT!!!
    - It was so good!!!! We had around 16 sign-ups, but more than 20 came in and out of the event :)
    - We had around 4-5 people consistently staying every hour
    - I hope to host 1-2 more study session events next sem :D
    - **Issues**
      - The food was really popular, so we ran out quickly!
      - Not everyone RSVP'd, so I underestimated the number of attendees dropping by



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- Some of those who dropped by didn't stay for the event
- Some individuals took more pizza than we expected
- We ended up buying a second round of pizza + snacks to make up for it
- **Improvements**
  - For events like this, especially drop-in events, we should buy more food
    - Since the event was directly outside of the CSSS CR, I think we gained a lot of attention
    - Will most likely book the same room for next time
  - Next time, we should open the event for longer!!
  - A couple of WiCS members stayed behind past the event end time :)
  - If we can see when the highest number of WiCS members (can do a poll) are on campus, we should extend the event
    - Suggested range: 10:00 AM - 8:30 PM
- b. Receipts sent to Emmy**
- 2. Jaycie - DIY Clay Charms & Boba
  - a. HOW WAS IT!!!
    - 15 people! Stayed whole afternoon making charms
      - Mainly Surrey first years
    - Will take pictures of receipts + send to Emmy
    - Maria helped market
- 3. Jaycie - WiCS x Wie x WiCT Gala
  - a. 8 people confirmed!
    - 12 signups total
    - 1 spot left, send an announcement to notify NO SPOTS LEFT
  - b. Tuesday, December 16 6:30PM**
  - c. Each club pays for their members plus gratuity and tax
    - E-transfer ticket to SFU WiCS account (wics@sfu.ca)- \$15 per ticket
    - \$50 per person -> WiCS pays \$35 per person
    - RSVP form made, start advertising this weekend
  - d. Poster is posted!
  - e. Meeting w/ WiE next week
    - Have to pay WiCT by Dec 10
      - Paying 35/person
        - Pay 350 for WiCS if capped to 10 people
      - Ping Emmy for this!
- 4. Jaycie - FAS Formal
  - a. WiCS has tickets reserved under CSSS
    - Amount is unknown (waiting on other DSU payments)

#### GENERAL

1. Last WiCS meeting will be Dec 4!
2. First meeting of spring sem will be announced sometime over winter break!



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## ✨ UPCOMING EVENTS

DATE	EVENT
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## ✨ MOTIONS

1. MOTION \$-<50> to pay <Grace Li> for <CR SNack Refill>
  - a. Motioned by <Grace Li>
  - b. Seconded by <Raghad Alabdalla>
  - c. Motion: **Passed**/Failed

Meeting ADJOURNED: 19:52

## ✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> <li>★ Send out hoodie interest form</li> <li>★ Check in with Phoebe to see if goodie bag distribution date (1st week of Dec) is OK</li> <li>★ Felicia - Send NN/CF MECS documents to Gloria</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>★</li> </ul>
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> <li>★ Follow up w/ ILM</li> <li>★ AWS Event</li> </ul>
Director of Communications: Sydney	<ul style="list-style-type: none"> <li>★ Engage with Future Engineering &amp; CS Students – Dec 3</li> <li>★ Hackathon - Set up committee meetings w/ new members!</li> </ul>
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> <li>★ Jennifer - Hackathon</li> <li>★ Jaycie - Tech The Halls</li> </ul>
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> <li>★ AWS Event d-day !!</li> <li>★ Report back Mentoring Circles w/ Women @ MS Vancouver response</li> </ul>
Director of Marketing: Audrey	<ul style="list-style-type: none"> <li>★ Reach out to L&amp;L attendees for testimonials</li> <li>★ Promo study buddy event               <ul style="list-style-type: none"> <li>★ Fall sem recap reel</li> <li>★ Edit WiCS MiX recap + post</li> </ul> </li> </ul>
Director of Visual Design: Bianca	<ul style="list-style-type: none"> <li>★ Complete the following:               <ul style="list-style-type: none"> <li>○ Study Buddy Post</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Halloween Costume Recap</li> <li>○ Try/CATCH</li> </ul>
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> <li>★ AI Hackathon with WiML               <ul style="list-style-type: none"> <li>○ Look into MECS catering</li> </ul> </li> </ul>
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> <li>★ Report back UBC Mentorship meeting updates</li> </ul>
Executive at Large: Grace	<ul style="list-style-type: none"> <li>★ CR Snack Refill!</li> </ul>