



November 2025 General Meeting Minutes

Thursday | November 13th

Location: Discord	Meeting Chair: Mara Liwayway David, Felicia Jiang
Meeting Minutes: Maria León Campos	

ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Felicia Jiang	President	Raghad Alabdalla	
Mara Liwayway David	President	Phoebe Cai	
Maria León Campos	Secretary	An Nguyen	
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		
Maria Kapitanenko	Director of Mentorship		
sumo	Faculty Liaison		

Meeting COMMENCED: 19:01

AGENDA and TOPICS DISCUSSED

🌟 ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Felicia - Career Fair

a. ~2 weeks

b. Recap meeting next Tuesday

- Attendance was low last panel day
- Overall good energy + attendance in workshops!
- Good structure
- Feedback on food, TBD in recap meeting
 - Allocate more on food or career fair itself
 - Since we mainly used sponsor money rather than allocating money for this event
- Final stages of recap
 - Wrapping up finances (what to be transferred, what's on card)
- Recap blog post on WiCS Website
- Recap post for research panel

2. Felicia - L&L

a. Phoebe (BBY)

- HOW WAS IT!!
 - Great!
 - Enjoyed chatting + connecting with attendees
 - 10-11 signups
 - Receipt sent to Felicia, to be sent to Emmy for reimbursement

b. An (Surrey)

- Promotions went out!
 - Monday, November 17th 12PM - 1:30PM
 - Location: New Westminister
- Acceptance + waitlist emails sent out
- Waiting on confirmations
 - Due to constraints (instructor is based in BBY), meeting in New West

3. Hoodies

a. We have 6 left (approx 1 in each hoodie size)

- Sell remaining hoodies (?)

b. Maybe we can order more if we get enough interest?

- Thoughts?
 - New iteration? New colour / design 🤔
 - Make an interest form for colours, sizes, buyers, designs..
 - Send design request to Bianca for something new!
- Come up w/ finalized hoodie plan by next week!

e. ~~Price would be same as last time (\$38)~~—need to look into price as hoodie materials might've increased...

- d. We wouldn't earn profit (maybe lose a little money)
- 4. End-of-sem Care Packages
 - a. Distribute packages in the last full week of school this semester (Mon. Nov. 24 to Fri. Nov. 28)
 - b. Things we had in the last fall end of sem care package:
 - Dog/Cat Sticky Notes
 - GiftBags
 - Chocolates
 - Pens
 - Scrunchies
 - Bookmarks
 - Hand Warmers
 - c. Budget: \$130 (Double check w/ Emmy)
 - d. Need 1-2 Volunteers (PREFERABLY NON-EXEC) to:
 - Phoebe + [volunteer]!!
 - Brainstorm package items
 - Purchase items
 - Assemble
 - Distribute packages on 1-2 days of the week Mon. Nov. 24 to Fri. Nov. 28 in the CR
- 5. NEW ONLINE INITIATIVE - Study Buddy Event (we need good name)
 - a. *What is it.* Online event where we keep track of study times in the work-and-study VC in WiCS Discord. Top 3 study buddies with highest study scores get a giftcard. Currently, we have the Lion bot counting study times in that VC, but we can get another bot or reset the current counts before the competition starts. Maybe we also have one raffle winner
 - b. *Why?* This initiative can help foster a motivating study environment and promote friendly competition among WiCS members, in light of final exam season
 - c. Duration: Mon. Nov. 24-Dec. 16?
 - d. Want to motion \$30-40 for winners plz
 - e. Will fill out design form with finalized event details after confirmation of motion
- 6. Hackathon
 - a. Expected # of hackers: 50+
 - b. Expected Date: February 2026
 - For reference...
 - cmd-f (UBC nwPlus) is ~March 7-8, 2026
 - shehacks (SFU Surge) will occur in Summer 2026
 - c. Budget: \$4k
 - d. Committee Time commitment: 2-3 hours/week
 - e. Possible responsibilities:
 - **Chair (1-2):** Lead weekly meetings, oversees overall vision, coordination, timelines, and decision-making



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- **F&S - Finance & Sponsorships (max 3):** Secure and manage sponsor relationships, draft sponsorship packages and pitch decks, handle reimbursements, payments, budget tracking, and coordinate prize purchases and swag orders
 - **VD&M - Visual Design & Marketing (max 2-3):** Branding, social media, promotions, posters, merch design, media coverage, make reels
 - **O&L - Operations & Logistics (max 3):** Venue bookings, catering, A/V setup, workshop, scheduling, volunteer coordination, event-day logistics (check-in, signage, cleanup), food
- f. Organizing Committee List (10-11 people, it's ok if less but no over)
- Jennifer + Sydney - Hackathon chair
 - Mara - F&S, O&L
 - Bianca - VD&M, F&S
 - Emily - VD&M, F&S
 - Audrey - VD&M
 - An - F&S
 - Gloria - Would like to volunteer the day of!!
- g. Updates!
- Brainstormed the following:
 - **WiCS Hackathon**
 - Bianca on Visual Design
 - Audrey on website (since marketing isn't busy in planning stages)
 - TODO: When to hold weekly meetings w/ committee
 - Make form for volunteer committee, begin having weekly meetings by (late/early) next week (or 2 weeks)

★ Bhakti & Emily - Director of Technical Events

1. AWS Event **Nov 25 (11-3PM)**

- a. Has the room (TASC 9204) been booked? (Y/N)
- Booked SECB (1014/1012)
 - Does not have a mic (do we even need one)
 - Smaller room size, should be fine
- b. Graphic is done and ready to post!
- c. Aniyah has emailed AWS asking for more information (panel hosts, workshop)

2. Mentoring Circles event w/ Women @ Microsoft Vancouver

- a. Did we follow up?
- Emily will email by tomorrow morning
 - Date: 3rd week of January (Tuesday or Thursday)

★ Gloria - Director of Graduate Events

1. Check-in w/ Yasaman for AI hackathon:

- a. Received confirmation from WiML
- 2000 USD provided for this event
 - Hoping to hold sometime in early 2026 (Feb 13)



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- What they want from WiCS: Volunteers!
 - Will schedule a meeting for sometime early next year
 - Will loop in Audrey to see if she wants involvement
 - 2. Try/CATCH Reimbursements
 - a. Mara, Bhakti and Gloria met up this Thursday 6pm and discussed remaining budget
 - Gifts for workshop panelists + keynote speakers
 - Email sent out to Nimz, waiting on confirmation
 - 2. Sent in Halloween Event design form for recap!
- ★ Maria K. - Director of Mentorship
- 1. General mentorship updates
 - a. Semester recap of the program posted (sometime in December)
 - Of people's meetups
 - Also mentee testimony/interview(s) included as part of the post!
 - Written or mentee group highlight (mini-reel w/ a mentee speaking about program w/ pics of hangout)
 - 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
 - b. Hoping to meet this weekend
 - 1 concern- UBC Mentorship is REALLY BIG!!!! (100 people)
 - How to equally represent SFU (20 people) and UBC at this event?
 - Ensure WiCS is paying for SFU people (less people coming, contribute less \$)
 - 3. Mentorship Fall Event 2 - **Nov 20 (2-3:30), ASB 10703**
 - a. Reached out to mentor hosts
 - Chloe + Sophia
 - Work on slides regarding resume growth over years
 - Discuss resume misconceptions (from hs-> university)
- ★ Emmy - Treasurer
- 1. The following reimbursements were made:
 - a. Gloria Mo - WiCS Halloween Costume Contest
 - b. Grace Li - Biweekly Hangouts + CR Drink Refill
 - 2. Other:
 - a. WiCS MiX (Y/N)
 - 2. Met with Try/CATCH team to discuss finances
 - a. Spoke with Nancy
 - Donation in portal through FAS vs when it gets sent to us
 - Trying to find confirmation email of RBC + Teck sending us \$ in October
 - Try/CATCH team had to email regarding unreceived sponsorships



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- Ask Nancy how to know who has donated \$
 - From donations we get, how to identify whether they're from sponsors / CDSC

3. Budget sheet formulas are all fixed

★ Audrey - Director of Marketing

1. The following have been posted:
 - a. WiCS Study Session
 - b. BBY L&L
 - c. Surrey L&L
 - d. WiCS Charms + Chill
2. Upcoming promotions:
 - a. Cont'
3. AI/ML Promo held back due to room booking issues
4. CDM Email
 - a. Discord + newsletter
5. CR Reel
 - a. Scheduled to film
 - Next Thursday @ 12PM anyone who wants to helpout

★ Aniyah - Director of Sponsorships

1. AWS
 - a. Refer to Bhakti + Emily's updates
2. ILM
 - a. Follow-up (how did it go?)
 - Waiting on response- update next week
3. SAP
 - a. Finish making document
4. Orbis
 - a. Office tour (TENTATIVE: Jan 22, 2026)
 - Reach out closer to date!
 - Confirmed with Orbis!

★ Sydney - Director of Communications

1. Fall LI Newsletter posted!
2. Make another newsletter after winter gala this semester
3. FAS Student Group meeting
 - a. Next week! Will be attending

★ Bianca - Director of Visual Design

1. The following have been completed:
 - a. Lunch & Learn Burnaby [Posted]
 - b. Charms & Chill [Posted]
 - c. AWS AI / ML Bootcamp [To be posted]
 - Might need to change room location, but really quick change
2. Working on:



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- a. WiCT x WiE x WiCS Winter Gala - finish by tomorrow (Friday) night
- b. Try/CATCH Recap
 - Work paused until there are updates on blurring faces
- c. Halloween Costume Contest Recap - finish next week

★ Grace - Executive at Large

- 1. Common Room Snacks
 - a. Checked yesterday, there was still plenty of snacks & some drinks, will restock next week

★ Jennifer & Jaycie - Director of Events

- 1. Jennifer - WiCS Study Session
 - a. **ASB 9896: Friday Nov 14th @ 12:00 PM - 5:30 PM**
 - b. Good to go for tomorrow!
- 2. Jaycie - DIY Clay Charms & Boba
 - a. **Nov 19 2:30-5:30PM - SYRE 5050**
 - b. Poster is out now!!
 - c. Art supplies from Amazon arrived 🥰
 - Test out this weekend to check everything's OK!
 - d. RSVP
 - 20 SIGNUPS!!!!
- 3. Jaycie - WiCS x WiE x WiCT Gala
 - a. **Date changed: Tuesday, December 16 6:30PM**
 - b. 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
 - c. To be posted this weekend! (when poster is done)
 - WiE is posting tonight
- 4. Jaycie - FAS Formal
 - a. Budget meeting on Monday
 - How did it go!!
 - They didn't mention WiCS so we should be ok!!!
 - Asking more money from other dsus 😊
 - Double-check early w/ team regarding WiCS Member sale tickets vs regular tickets
 - Setup own form (closer to date) for FAS Funding reimbursement

GENERAL

1.

🌟UPCOMING EVENTS

Nov 14	Study Session
Nov 19	Charms & Chill
Nov 20	Resume Review - Mentorship Event
	AWS Bootcamp



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Nov 25 Dec 16	Winter Gala
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✨ MOTIONS

1. MOTION \$<130> to pay <Phoebe Cai > for <End of Semester Care Packages>
 - a. Motioned by <Mara David Liwayway>
 - b. Seconded by <Maria Kapitaneko>
 - c. Motion: Passed/Failed
2. MOTION \$<30> to pay <4 people > for <Study Buddy Session / Competition>
 - a. Motioned by <Mara David Liwayway>
 - b. Seconded by <Raghad>
 - c. Motion: Passed/Failed
3. MOTION \$<100> to pay <Maria Kapitaneko > for <WiCS Mentorship Resume Workshop>
 - a. Motioned by <Maria Kapitaneko>
 - b. Seconded by <Mara David Liwayway>
 - c. Motion: Passed/Failed

Meeting ADJOURNED: 19:59

✨ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Get in touch w/ Phoebe and friends for End-of-sem Care Packages ★ Create interest form for hoodies ★ Study Buddy Event design form
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes
Treasurer: Emmy	<ul style="list-style-type: none"> ★ Check donation(s) w/ Nancy
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Report back ILM follow-up ★ Finish making document + send to SAP ★ Report back to Emily + Bhakti regarding AWS details (panel hosts, workshop)
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ FAS Student Group meeting ★ Winter Newsletter ★ Cont' hackathon planning w/ Jennifer
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Jennifer - WiCS Study Session ★ Jennifer - Hackathon <ul style="list-style-type: none"> ○ Create form for volunteer committee



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	<ul style="list-style-type: none"> ○ Schedule committee meetings ○ Cont' planning w/ Sydney ★ Jaycie - DIY Clay Charms & Boba ★ Jaycie - WiCS X WiE X WiCT Gala ★ Jaycie - FAS Formal <ul style="list-style-type: none"> ○ Check w/ team regarding WiCS Member ticket(s) ○ Create form for FAS Funding reimbursement
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ AWS <ul style="list-style-type: none"> ○ Wait for info (panel hosts, workshop)
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ Market AWS AI Bootcamp event ★ CR Reel
Director of Visual Design: Bianca	<ul style="list-style-type: none"> ★ WiCT x WiE x WiCS Winter Gala ★ Try/CATCH Recap ★ Halloween Costume Contest Recap
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> ★ AI Hackathon w/ Yasaman <ul style="list-style-type: none"> ○ Report back meeting updates ★ Try/CATCH Reimbursement(s)
Director of Mentorship: Maria K.	<ul style="list-style-type: none"> ★ Mentorship Resume Fall Event ★ Mentorship Event w/ UBC
Executive at Large: Grace	<ul style="list-style-type: none"> ★