



August 2025 General Meeting Minutes

Tuesday | August 19th

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

ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS
Felicia Jiang	President	Mantaj Dhillon
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	
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: 20:03



SFU Women in Computing Science

AGENDA and TOPICS DISCUSSED

🌟 ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Felicia - Career Fair
 - a. Meetings held for the following teams
 - Logistics
 - Sponsorships
 - Communications
 - Meeting w/ finance last week
 - b. Committee meeting will be held later this week (Wednesday) ! More updates to come :DD
 - c. Meeting with RBC tomorrow to discuss more regarding career fair commitments
 - d. Timing:
 - Pushed back to last week of Oct (after Try/CATCH)
 - To be confirmed in tomorrow's Career Fair meeting!
2. Mara - Try/CATCH
 - a. Updates:
 - Started booking rooms
 - Oct 25, 2025
 - ASB, AQ (keynote speaker + closing ceremony is held here), + sent request to book a few rooms in CSIL
 - Waiting for confirmation on these bookings
 - Sumo will help out with CSIL booking !
 - Registration:
 - Happen through outreach
 - Through an EventBrite signup
 - SFU is helping w/ this, insurance to protect WiCS members
 - Recruitments:
 - Reaching out to workshop hosts!
 - Sponsors:
 - Sponsorship package finished! Will reach out to sponsors soon
 - b. Next meeting held Aug 21!
3. Crabfits for Execs
 - a. Summer 2025 Exec Social
 - b. Fall 2025 General Meetings Availability

★ Bhakti & Emily - Director of Technical Events

1. Sent out LC workshop feedback form!
 - a. Went well!
 - Will host in person LC workshop

- b. How did the event go?
 - Went well!
 - Technical difficulty with breakout rooms
 - A few no-shows

2. AWS Cloud Tech Event

- a. How did the meeting go??
 - No updates
- b. Event date: [date]
- c. Follow-up w/ Aniyah

★ Gloria - Director of Graduate Events

1. Proposal of Undergraduate AI Project Showcase and Mentorship Event (Rosie Lab X WiCS collab)
 - a. Clarification on what they're looking from us as WiCS // scope of program
 - Need help with marketing + logistics
 - Will let us know how many WiCS volunteers are needed
 - **TIMELINE: December/January, TBA**
 - Attended meeting with Audrey
 - Suggested this to be a 1-day event rather than a long term one based off student interest
 - Changed to 1 day, ideathon
 - Updated proposal: [WiML Proposal](#)


2. Fall semester events

- a. Start brainstorming!

★ Maria K. - Director of Mentorship

1. We have 19 mentors!! 🔥
 - a. Sent out onboarding for mentors
 - b. Started working on mentee application form, soon will send out for feedback
 - c. Talked with a new mentor recently and they shared that they wish our LinkedIn was more active
2. SFU WiCS x UBC WiCS mentorship
 - a. Meeting updates: plan is to have a panel format event with speakers holding different roles in cs (ie. pm, ui/ux, research, etc) to give first years a sense for what kind of cs paths you can take on
 - b. Event aimed for end of january 2026...would this clash with any big wics events? Is that ok?
 - Potential clash: WiCS Hackathon
 - Could also be an opportunity for any mentees 👁️
 - Anyone in mentorship = automatic entry
 - A wait may pop up depending on room
 - c. currently looking into where the event can be hosted, we decided it'd be best to host in somewhere in between sfu and ubc. We decided on asking club sponsors if they can help us host it at their location...any sponsors I can email on behalf of wics about this?

- Potentially host @ SFU Vancouver
 - Seagull Room
 - Like TASC where there's sliding doors + could be split up into 2 rooms
 - Ping Maria if in the know about room booking @ SFU Vancouver
 - Check if booking costs any money
- d. Researching potential panelists if anyone has any contacts or recs please share!
- 3. Marketing
 - a. Develop a marketing plan for reels, testimonials prior to releasing mentee applications
 - Do it mid-next week OR early September
- ★ Emmy - Treasurer
 - 1. Contacted Nancy regarding direct deposit form
 - a. Contacted Nancy for ETF, VAC, void cheque
 - Our bank account is a business one so we cannot generate a void cheque
 - We need a direct deposit form
 - Acts as void cheque
 - **Double check with Nancy to see if this is OK**
 - Book a bank appointment for a new card 😞
 - 2. Sent email for \$\$ from FAS Funding
 - a. Contacted Nancy, amount is correct
 - With this \$\$, should be budgeted out with remaining \$\$ from previous years' accounts
- ★ Audrey - Director of Marketing
 - 1. The following have been posted:
 - a. **Mentorship testimonial**
 - b. **Sunset Picnic Recap**
 - 2. WiML Scope of Program
 - a. Refer to Gloria's points (?)
 - 3. Reels!!!!
 - a. WiCS Summer Recap
 - To be posted this Friday!
 - b. Going to schedule w/ Mara + Mantaj to film intro to WiCS reel
 - To be posted sometime around clubs day to market WiCS + potential WiCS members
 - Felicia + Maria will help
 - Audrey will send a ref for us to see what the intro to WiCS reel will look like!!
🔥
 - c. Film @ Exec Social 🙄
 - d. Another CR room tour reel
- ★ Aniyah - Director of Sponsorships
 - 1. Career Fair
 - a. Reached out to all sponsors + potential sponsors

- Introduced sponsorship team for career fair
- 2. RBC
 - a. Replied!
 - Sponsorship agreement is finalized!
 - Handling payment now
- 3. SAP
 - a. Hasn't responded yet
 - Will follow up
- 4. Check sponsorships masterlist
- ★ Sydney - Director of Communications
 - 1. Mentorship signups/ testimonials sent out 
 - 2. CSDC Meeting Updates
 - a. Went well!
 - Had interest in grad events + marketing
 - Profs in committee spoke about how social life for grads differs for undergrads
 - Will try to share with students to help with grad events attendance // help in general !
 - Open to working with Gloria
 - 3. FAS Meeting
 - a. No new updates
 - 4. WiCS Favourites
 - a. Bianca has begun working on this
 - To be posted: Late Aug/ Early Sept
 - 5. LI Alumni Newsletter
 - a. Final draft to be sent out this week!
 - Added event, then ready to be posted by end of this month
 - 6. Sent out last biweekly Summer Newsletter
 - a. Sent out yesterday!
 - Will be posted weekly for Fall + Spring terms
- ★ Bianca - Director of Visual Design
 - 1. The following are completed:
 - a. WiCS X WiE Sunset Picnic Recap
 - b. Instagram highlight covers
 - 2. To be cont'
 - a. WiCS Favourites
 - Started brainstorming + cover post
 - Idea: cover post will be a quick video to grab attention, rest of the carousel will be posts of WiCS' favorite things!
 - Will try to finish by end of next week, but I might need until the end of the week after that (first week of September) 🙏
 - b. Welcome Day // Clubs Day slides
 - Started on cover slide



SFU Women in Computing Science

- Finish by end of next week
- Welcome day slides?
 - Due soon(TOMORROW.....), keep under 1 min

★ Grace - Executive at Large

1. Welcome Day // Clubs Day slides

a. Working on slides

- Working on contents of slides
 - Link: [WiCS Clubs Day Fall 2025](#)
 - Mention Frosh!
 - Maybe Frosh timeline..? (WiCS Sushi Lunch, MM, WiCS x SSSS Girlies')
 - Check shared calendar

2. Clubs Day

a. Table 19 on September 9, 10 – Can you make it? (11am-2pm, setup - 10:30 am, cleanup until 2:30 pm ish)

- Tuesday, September 9: Grace (full-day), Jennifer (full-day), Felicia
- Wednesday, September 10: Jennifer (full-day)

★ Jennifer & Jaycie - Director of Events

1. WiCS X WiE hike

- a. Postponed due to finals
- To be hosted in spring!

2. Frosh updates:

a. Started to set up budget

- To help set up budget:
 - From past events, how was the attendance?
 - Approaching \$400 mark + passing (450 MAX) is OK!
 - Ensure spending is proportionate to amount of attendees
- Partially reimburse attendees depending on \$\$

b. MM

- Goodie Bags @ chill room !!
 - Will market this as a selling point 😊
 - Will contact Bianca w/ event info to create poster
- For those HELPING w/ MM:
 - Meetings will be held closer to September !

c. WiCS event @ Kokoro Loughheed!!

- Go back to collabing with SSSS, move to third week of September so we SSSS has time to grant for this event

3. Soap-making event

- a. Pushed back to Oct/late November due to supplier being out of country

★ Maria L. - Secretary

1. I HAVE ACCESS TO THE AEM PORTAL!!

2. SFU WiCS Website (NEW)

- a. Slowly been syncing it with events from this semester!

- How to integrate AEM portal w/ meeting min onto the new website?
 - Hyperlink back to SFU site :DD

GENERAL

1. WiCS Grants Available Up To \$100
2. New WiCS students will be added to mailing list
3. Increase postings of both newsletters (LI, WiCS....)

✦ UPCOMING EVENTS

DATE	EVENT
------	-------

✦ MOTIONS

1. MOTION \$<650> to pay <Jaycie Say> for <Frosh 2025 Sushi Lunch>
 - a. Motioned by <Jaycie Say>
 - b. Seconded by <Jennifer Huang>
 - c. Motion: Passed/Failed

Meeting ADJOURNED: 21:16

✦ ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Felicia - Career Fair Meeting (Weds, Aug 20) ★ Mara - Try/CATCH (Thurs, Aug 21) ★ Exec social
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes ★ Cont' updating new SFU WiCS Website
Treasurer: Emmy	<ul style="list-style-type: none"> ★ Contact Nancy regarding void cheque
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Follow up with SAP
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ Post WiCS favourites ★ Send out LI newsletter draft + post when ready
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Contact Bianca to market MM Chill Room ★ Remotion budget with SSSS regarding Girlies'
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Contact AWS to solidify event date

Director of Marketing: Audrey	★ Work on reels!
Director of Visual Design: Bianca	★ Work on Clubs Day + Welcome Day slides ★ Continue working on WiCS favourites
Director of Graduate Events: Gloria	★ Brainstorm grad events for fall
Director of Mentorship: Maria K.	★ Check SFU Vancouver booking <ul style="list-style-type: none"> ○ Seagull Room ★ Develop marketing plan for reels/testimonials
Executive at Large: Grace	★ Add Frosh events / contents to Clubs Day slides