

November 2025 General Meeting Minutes

Thursday | November 6th

Location: Discord	Meeting Chair: Mara Liwayway David
Meeting Minutes: Jaycie Say	

ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Mara Liwayway David	President	An Nguyen	
Sydney Komanac	Director of Communications	Phoebe Cai	
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		
Grace Li	Executive at Large		
sumo	Faculty Liaison		

Meeting COMMENCED: 19:02

AGENDA and TOPICS DISCUSSED

✨ ONGOING INITIATIVES

EXECUTIVE

- ★ Mara & Felicia - Presidents
 1. Felicia - Career Fair
 - a. How was it!
 - Mara attended the resume review event!



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- Slideshow presentation and got resumes reviewed one-on-one
 - Let Felicia talk more about the event next meeting
 - Jennifer had a lot of fun at the event!! She liked talking with the panelists
- 2. Felicia - L&L
 - a. Phoebe (BBY)
 - Thursday, November 13th
 - Bianca has not received a design request for this event yet
 - Mara will follow up with Felicia and Phoebe
 - Professor Diana Cukierman replied at 11pm
 - Phoebe will find her after class on Monday and talk to her or try emailing her again
 - Might be rushed to still host the event on Thursday next week
 - If she is still available, keep the event on Thursday, if not move to next week
 - Ideally promote this event before Surrey L&L
 - b. An (Surrey)
 - Confirmation with the prof
 - Monday, November 17th 12PM - 1:30PM
 - Location: New Westminister
 - All information sent to Bianca with google form, all good to go for promotions!
 - Motion today 🙌 \$200 PASSED
 - Audrey please reuse blurb from google form An made
- 3. Mara Try/CATCH
 - a. How was it!
 - It went very well!!
 - Try/Catch team had retrospective meeting
 - Mara, Serena, Poorvi have meeting with Science Alive on Thursday November 13th to talk about how event went and how to improve collaboration for the future with SFU Outreach
 - Bianca has pictures from the event 📸
- 4. CAN-CWIC
 - a. Happening tomorrow!!! (West and East)
 - b. Not much planning left for Mara to do
- 5. 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:



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- **Chair (1-2):** Lead weekly meetings, oversees overall vision, coordination, timelines, and decision-making
 - **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)
- *Put your top 2 preferred teams beside your name in order.*
 - *Does anyone want to chair? Max two chairs. **Requirements:** WiCS Executive. Confident about leading a committee. **Nice-to-haves:** Has planned an event before, preferably a hackathon or adjacent.*
 - Mara - F&S, O&L
 - Felicia -
 - Bianca - VD&M, F&S
 - Emily - VD&M, F&S
 - Jaycie -
 - Jennifer - Chair
 - Audrey - VD&M
 - An - general volunteer?
 - Gloria - Would like to volunteer the day of!!
 - Sydney -Chair

★ Bhakti & Emily - Director of Technical Events

1. AWS Event - **Nov 25 (11-3PM)**
 - a. Booking TASC 9204
 - Follow-up on room booking with sumo
 - Look into other room alternatives just in case
 - b. Collabing with WiE (Y/N)
 - Yes
 - c. Motion for food (pizza)
 - \$300
 - d. Sent VD request

★ Gloria - Director of Graduate Events

1. Halloween Event!
 - a. How was it!!
 - It went very well!!!
 - Thank you An for helping with pizza and thank you Jennifer for hosting with Gloria
 - Under budget \$10



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- Bought too many pumpkins
 - Still in the common room, Gloria will take care of it
- 2. Check-in w/ Yasaman for AI hackathon:
 - a. Have not gotten around to following up yet
 - b. Will follow up sometime tomorrow
- 3. Try/CATCH Reimbursements
 - a. All payments done through WiCS mastercard no reimbursement needed
 - b. Everyone else, create list of reimbursements for Emmy to handle
 - c. Mara, Bhakti and Gloria will meet up next Thursday 6pm to discuss what to do with remaining budget
- ★ Maria K. - Director of Mentorship
 - 1. General mentorship updates!
 - a. Sent out first mentorship check in form in the mentorship discord (not too many responses as of now)
 - b. Groups seem to be on top of their meetings
 - 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
 - 3. Mentorship Fall Event 2!
 - a. **Nov 20**
 - b. In afternoon-ish
 - c. Resume workshop
 - Focus more on how to *grow* your resume, what to do when you don't have much exp, how to *build on it*
 - Hosts: mentors from program (see who's avail)
 - 2 mentors confirmed who can lead the workshop! Will be working with them to plan the workshop structure
 - Was thinking of booking maybe same room for event as before, it was a good size
 - d. Thoughts/feedback on structure:
 - What skills are valued?
 - What projects could you work on?
 - TIP: Encourage mentors to talk about their resumes!
 - Have a conversation about this prior, so mentees feel prepared going into the workshop
- ★ Emmy - Treasurer
 - 1. The following 2 e-transfers were completed:
 - a. Jaycie Say - WiCS Cafe Reimbursement
 - b. Grace Li - WiCS CR Snack Refill

2. Other:
 - a. Try/CATCH
 - E-transferred to Try/CATCH
 - WiCS MiX (Y/N)
3. FAS Budgeting Meeting
 - a. Met with Mara and Felicia and planned out the budget for the Fall and Spring terms
 - [Link to Budget Tab](#)
 - Note: Need to update the formulas a bit
 - Note: Social Events budget includes the money for FAS formal where WiCS will be sponsoring (10?) members who attend
 - b. We plan to take out some money from our savings account and use it
 - Will need all signing officers present at BMO (Mara, Felicia, Emmy, and Sumo) to approve it
 - Plan to leave 2.5k for next year's WiCS committee to start with
 - c. Regarding signing officers for our WiCS BMO, if Sumo does choose to retire in the future, we need to decide our future banking structure (signing officer rotation system)

★ Audrey - Director of Marketing


1. Posted the following:
 - a. WiCS MiX / CF
 - b. Halloween Costume Contest
 - c. Bi-weekly Hangout
2. Upcoming promotions
 - a. Surrey L&L posting tomorrow night on discord and instagram
 - b. Confirming dates for Burnaby L&L, earliest will promote Saturday, Nov 8 but may get pushed back
3. Working on editing photos from WiCS Mix for recap post
4. CR Reel
 - a. Was supposed to meet up with someone to film reel but they slept in
 - b. Will schedule a time next week the latest to film
5. Other clubs not as responsive when reaching out to help market on social media

★ Aniyah - Director of Sponsorships

1. AWS
 - a. Cont'/ refer to Bhakti + Emily's updates
2. ILM
 - a. Follow-up (how did it go?)
 - No response yet from ILM
3. SAP
 - a. Was the sponsorship process clarified?
 - Email and tell them about process (through SFU donation portal, select WiCS as recipient) so not directly *sponsoring*, more of a donation
 - ToDo- after GHC

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 !! 
 - a. Ready, waiting to be posted for Try/CATCH photos for consent
 - b. Mara sent message to Serena
 - c. Ideally post by Friday
2. Sent an email for the WiCS study session
3. UofC WiCS collaboration - Amazon Recruitment Event
 - a. UofC replied - event rescheduled for next semester
 - b. Host needed to change date, will follow up closer to event date
4. Panel Event w/ CSSS (Ilia) & Diana Cukierman
 - a. Postponing the event (was supposed to be next week)
 - b. Move to November 19th? Clashing with some of our events
 - c. Move to next semester?
 - d. AI Theme based off of survey
 - e. Needed WiCS help with panelists and more planning, Bhakti and Emily help out?
 - f. Other execs or volunteers can also help out
5. Mentoring Circles Event with Women at Microsoft Vancouver
 - a. Initial dates not ideal, too close to other events or exam season
 - b. Moving to next semester
 - c. Third or fourth week of January or March (January more ideal)
 - d. Bhakti and Emily will take over event planning
6. 'SFU Groups Require Review'
 - a. Update(s)
 - Felicia and Mara will look over

★ Bianca - Director of Visual Design

1. The following design requests have been completed:
 - a. WiCS Study Session - event on Nov 14 [Posted]
 - b. Lunch and Learn Surrey - event on Nov 17 [Not Posted]
2. Working on the following:
 - a. Planning to finish by Friday night
 - TryCATCH Recap
 - Use all photos without blurring for now, will confirm tomorrow night if blurring needed?
 - Charms & Chill - event on Nov 19
 - b. Next week
 - AWS AI/ML Bootcamp - event on Nov 25
 - WiCT x WiE x WiCS Winter Gala - event on Dec 16

★ Grace - Executive at Large

1. Bi-weekly hangout !!



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- a. 8-9 people
 - b. Lots of fun!!!
 - c. Happened yesterday 🥰
 - d. Lots of events coming up, next one up to Grace
2. CR Snacks
 - a. Lots of food from leftovers from events 😊
 - b. Will buy juice
 3. Saving some Try/CATCH merch for workshop hosts and speakers
 - a. Can pass out extra tote bags but not the ones in the CR
 - b. Mara will look for box in TASC 9204

★ Jennifer & Jaycie - Director of Events

1. Jennifer - WiCS Study Session
 - a. **ASB 9896: Friday Nov 14th @ 12:00 PM - 5:30 PM**
 - Poster is done + marketing is out now :D
 - Will order the lunch + buy the snacks next week!!
2. Jaycie - DIY Clay Charms & Boba
 - a. **Nov 19 2:30-5:30PM**
 - b. **Surrey Campus**
 - Motion for event this week
 - SRYE 5050 booked
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
 - WiCT will pay the entire bill, WiCS and WiE e-transfer before the event
 - Up to 20 tickets per club
 - Use google forms for rsvp. If open spots, let people from waitlist in
 - E-transfer ticket to SFU WiCS account (wics@sfu.ca)- \$15 per ticket
 - \$50 per person -> WiCS pays \$35 per person
 - Design form submitted
4. Jaycie - FAS Formal
 - a. Budget meeting on Monday
5. Jaycie - potential surrey dsu collab
 - a. Gingerbread Building Competition
 - b. WiCS will not collab

GENERAL

1.

🌟UPCOMING EVENTS

Nov 13	Lunch & Learn (BBY)
Nov 14	Study Session

Nov 19	Charms & Chill
Nov 20	Resume Review Mentorship Event
Nov 25	AWS Bootcamp
Nov 16	Winter Gala

✨MOTIONS

1. MOTION \$200 to pay An for Surrey Lunch and Learn
 - a. Motioned by An
 - b. Seconded by Jennifer
 - c. Third by Gloria
 - d. Motion: **Passed/Failed**
2. MOTION \$300 to pay Emily for AWS Event
 - a. Motioned by Emily
 - b. Seconded by Bianca
 - c. Motion: **Passed/Failed**
3. MOTION \$70 to pay Grace for Bi-Weekly Hangout
 - a. Motioned by Grace
 - b. Seconded by Audrey
 - c. Motion: **Passed/Failed**
4. MOTION \$200 to pay Jaycie for Clay Charms Event
 - a. Motioned by Jaycie
 - b. Seconded by Jennifer
 - c. Motion: **Passed/Failed**
- 5.

Meeting ADJOURNED: 20:03



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✦ ACTION ITEMS	
Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Felicia - L&L ★ Mara - End of sem care packages (next week) ★ Mara - Look for extra Try/CATCH box of bags ★ Look into 'SFU Groups Require Review'
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes
Treasurer: Emmy	<ul style="list-style-type: none"> ★ Confirm formulas are all good in Budget Tab
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ AWS hackathon ★ ILM ★ SAP ★ Orbis
Director of Communications: Sydney	<ul style="list-style-type: none"> ★ LI Newsletter posted Friday or Saturday
Director of Events: Jennifer & Jaycie	<ul style="list-style-type: none"> ★ Review budget for respective areas in Budget Tab ★ Begin discussion about hackathon ★ Jennifer - WiCS Study Session ★ Jaycie - DIY Clay Charms & Boba, Winter Gala, FAS Formal, give estimated number of tickets to be sold after reviewing budget
Director of Technical Events: Bhakti & Emily	<ul style="list-style-type: none"> ★ Review budget for respective areas in Budget Tab ★ Emily - Check room booking updates for AWS with sumo, find another room to book if needed ★ Bhakti - Confirm what is WiE's collaboration for AWS ★ Confirm whether you want to take on the Panel Event planning w/ CSSS ★ Mentoring Circles Event with Women at Microsoft Vancouver - Followup confirming the date of the event happening next sem
Director of Marketing: Audrey	<ul style="list-style-type: none"> ★ Post Surrey L+L on Friday ★ Updates on the CR reel
Director of Visual Design: Bianca	<ul style="list-style-type: none"> ★ Try/CATCH Recap ★ Charms & Chill ★ AWS bootcamp ★ Winter Gala
Director of Graduate Events: Gloria	<ul style="list-style-type: none"> ★ Review budget for respective areas in Budget Tab ★ Dispose pumpkins next week ★ Check-in w/ Yasaman for AI hackathon

	<ul style="list-style-type: none">★ Meet with Bhakti & Mara next Thursday @ 6 PM for Try/CATCH stuff
Director of Mentorship: Maria K.	<ul style="list-style-type: none">★ Review budget for respective areas in Budget Tab★ Establish event details for Nov 20 event
Executive at Large: Grace	<ul style="list-style-type: none">★ Review budget for respective areas in Budget Tab★ Watch CR snacks★ Buy juice