



May 2025 Executive Meeting Minutes

Tuesday | May 13th

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	
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	
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: 00:00



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AGENDA and TOPICS DISCUSSED

★ ONGOING INITIATIVES

EXECUTIVE

- ★ Mara & Felicia - Presidents
 - 1. See general stuff
 - a. Transition stuffs
 - If you need anything, reach out!
- ★ Bhakti & Emily - Director of Technical Events
 - 1. 1st event
 - a. Measuring scale of event (larger event? or mock interview workshop)
 - b. Ideate, plan and prepare! No rush :))
- ★ Gloria - Director of Graduate Events
 - 1. 1st event
 - a. Similar to Director of Tech Events
 - b. Ideate + plan event
 - 1 small 1 large event
 - Think about timing (before fall..?)
- ★ Maria K. - Director of Mentorship
 - 1. Logistics
 - a. Begins post-frosh, AKA in fall
 - b. Plan program structure + logistics over summer term
 - Start recruiting mentors in summertime
 - Think of general flow + structure for program + finalize
 - c. By July + Aug: structure should be already set up
 - Already have form + platform for mentors to send out to
- ★ Emmy - Treasurer
 - 1. Transition meeting
 - 2. BMO trip
 - a. Get name registered on account
 - By September
- ★ Audrey - Director of Marketing
 - 1. Executive photos
 - a. Get into a Google Drive
 - 2. 2025 Instagram story
 - a. Highlight of 2025 stories!!
 - 3. Executive story?
 - a. Mara had a VISION
 - b. Exec intro stories
 - Each story is a diff exec w a diff song in the background



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- Ideally our fav songs as story bgm (wow i love this idea so much)

4. We are also doing LinkedIn posts

★ Aniyah - Director of Sponsorships

1. Workday
 - a. Respond to email + follow up
2. RBC
 - a. Felicia will take over this one

★ Sydney - Director of Communications

1. Newsletter
 - a. Start preparing for sending out first newsletter
 - Decide what day
 - Will be sent out Mondays
 - Send out next newsletter end of May
 - **MAY 26**
 - "Welcome to the Summer..." - we are still alive
 - AWS Reachback
 - Clubs Day
 - ... And more!

★ Bianca - Director of Visual Design

1. Cosmos Discord stickers
2. Executive Introduction posts
 - a. Audrey will provide drive w exec photos
 - b. Brainstorm how it'll look
3. Merch ideas
 - a. Propose prototype in future

★ Grace - Executive at Large

1. Transition meeting
2. Snack restock

★ Jennifer & Jaycie - Director of Events

1. 1st event
 - a. Ideate + plan
 - b. For ref: first event was late June
 - Can be earlier or later tho,, no boundaries

★ Maria C.

1. Notes Template
 - a. Allowed to restructure meeting min!!

GENERAL

★ 2024-2025 Recap

1. [Last Meeting Recap](#)

★ 2025-2026 Vision

1. <https://ideaboardz.com/for/Mara%20Liwayway%20David/5555083>

★ Club's Day



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1. Audrey + Sydney @ booth
 - a. Went well! Most ppl knew ab WiCS
 - Keychains were liked 😊
 - Gave away almost all of them
 - Garnered interest in CS, taking/switching to program
 - Eng, siat..
 - Lots of turnout
 2. Tmr: Jennifer + Audrey!!
 3. Slides: 📄 CLUBS DAY SUMMER 2025
- ★ GHC Grants
1. School of CS gave 5 grants
 - a. GHC committee chose 5 people
 - b. Reached out to elected attendees
 - c. 1 more round of grants, 1.4k each
- ★ AWS ReachBack
1. Technical event on Fri, May 23
 - a. 8am-2pm
 - b. Aniyah will go
- ★ Next Meeting
1. Poll in announcements:
 - a. General meeting times will be Mondays, 7-8PM
 - Our **confirmed meeting is Tues May 20 from 7-8PM**
 - Online!
- ★ Keys (do at end)
1. pass out cabinet/side door/TASC keys to execs

🌟UPCOMING EVENTS

5/23/2025	AWS ReachBack
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🌟MOTIONS

1. MOTION \$-<\$51.89> to pay <Mara> for <Exec Only Meeting Pizza>
 - a. Motioned by <Mara>
 - b. Seconded by <EVERYONE>
 - c. Motion: **Passed**/Failed

Meeting ADJOURNED: 20:22

🌟ACTION ITEMS

Presidents: Mara & Felicia	★ Transition meetings
Secretary: Maria L.	★ Upload minutes
Treasurer: Emmy	★ Transition meeting
Director of Sponsorships: Aniyah	★ Reply to Workday
Director of Communications: Sydney	★ Email auto forwarding ★ Pick newsletter sending date and prep first newsletter
Director of Events: Jennifer & Jaycie	★ Start brainstorming and planning the first event ★ Jennifer - Club's day
Director of Technical Events: Bhakti & Emily	★ Start brainstorming and planning the first event
Director of Marketing: Audrey	★ Upload exec photos ★ Club's day
Director of Visual Design: Bianca	★ Cosmos Discord stickers ★ Executive Introduction posts
Director of Graduate Events: Gloria	★ Start brainstorming and planning the first event
Director of Mentorship: Maria K.	★ Start brainstorming and planning logistics
Executive at Large: Grace	★ Transition meeting