



July 2025 General Meeting Minutes

Monday | July 28th

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	Gahee Kim	
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: 19:03



SFU Women in Computing Science

AGENDA and TOPICS DISCUSSED

🌟 ONGOING INITIATIVES

EXECUTIVE

★ Mara & Felicia - Presidents

1. Felicia - Career Fair Updates
 - a. Committee has been chosen!
 - Meeting tonight after GM
 - b. Timeline is still late Sept-early Oct
 - Depending on how capable the committee / timeline of obtaining sponsors is, this could change
 - c. Deciding Career Fair name
 - Suggestions by co-prez:
 - WiCS MiX
2. Mara - Try/CATCH
 - a. Met last Thursday, July 24
 - Each of teams did a lot of work
 - b. Main focus is figuring out what rooms to book
 - Logistics team still deciding and discussing
 - c. 2 teams
 - Sponsorship + Visual Design working on package to send out to sponsors to obtain funds for trycatch
 - d. Teams working on workshop ideas
 - Gathering speakers
 - e. Next Try/CATCH meeting: August 7
3. Presidents - CAN-CWIC West 2025
 - a. Call for volunteers
 - Mara is helping out on SFU WiCS side
 - Event management team
 - Logistics for event day of go well
 - First meeting with team tomorrow
 - More updates at the next meeting!
 - b. Isabelle, Mantaj, and Emily are also SFU WiCS representatives


★ Bhakti & Emily - Director of Technical Events

1. Fullstack workshop
 - a. Went well!
 - Room was decently full, some cancellations
 - People enjoyed workshop, food, and hosts 😊
 - Feedback: Pace was a bit fast, improve next time
2. Leetcode workshop
 - a. Aug 5

- 4 leads!
 - Avni, Emily Qin, Vivian Tung, Saman
- RSVP is at 20 responses
 - Group people by difficulty and topic they're interested in
 - Leads pick topic and questions, then work on it with attendees in diff breakout rooms
- Close RSVP at 30
 - For waitlist in case people cancel

★ Gloria - Director of Graduate Events

1. Discussing Undergraduate Opportunities with Angelica Lim

a. Proposal of Undergraduate AI Project Showcase and Mentorship Event (Rosie Lab X WiCS collab):  WiML Proposal

- Are we interested??
 - Responded today!
 - Like WiCS mentorship program but with AI/ML
 - Similar timeline to our mentorship program, might conflict?
 - Pre-mentorship event, 3 months leading up to showcase event (which is one day)
 - A long project
 - Top 3 winners, cash prizes
 - Similar to AI4GoodLab
 - More career-focused mentorship rather than general mentorship (which is what our mentorship program focuses on)
 - 3rd year+ is a requirement for this, up to groups of 3
 - A collaboration with Rosie Lab x SFU WiCS
 - Clarify what they are looking from us as WiCS
 - Budget? Funds?
 - Getting these details down to clarify scope/capacity of program
 - Mentors: multiple graduate students in ML (~ 5 students) and industry experts in ML (~2)

★ Maria K. - Director of Mentorship

1. The mentor application is LIVE!  

a. How are we doing numbers wise?

- We are at 5 applicants right now! Should we extend the deadline potentially in hopes of getting more responses

2. Mentor testimonials

a. No responses on the form still 😞

b. Should we look into other creative ways of advertising the program?

3. Been working on the monthly guide document for the program (in the Google drive)

★ Emmy - Treasurer



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1. Following e-transfers have been sent for reimbursement:
 - a. **Grace Li** for **CR Snack Refill**
 - b. **Gloria Mo** for **Grad Coffee + Matcha Social**
 - c. **Emily Quan** for **WiCS Fullstack Workshop**
 - d. **Bhakti Bhanushali** for **WiCS Fullstack Workshop**
2. Nancy got back regarding FAS Funding Proposal
 - a. Got less than requested
 - Felicia, Mara + Emmy will meet on how to distribute received funds
 - Not a big issue, WiCS has enough funds :))

★ Audrey - Director of Marketing

1. Mentorship Program mentor recruitment
 - a. Instagram story too!
 - b. Since requirements are limited, Audrey reached out to Blueprint to repost
 - TSSU reposted for grad side
 - c. Market to more clubs since it's an application process
 - As a helpful reminder to apply
2. Coffee Matcha recap posted!
3. Reels
 - a. Summer recap reel
 - Will send draft + ask for suggestions by this weekend
 - b. Intro to WiCS
 - Follow-up from last meeting

★ Aniyah - Director of Sponsorships

1. RBC (??)
 - a. Have they gotten back to your response?
 - Responded today, got back to legal team + waiting on things to process
2. AWS Cloud Tech Event
 - a. Heard back from them to have the meeting?
 - Supposed to meet this week / today, Bhakti + Emily were CC'd on emails
 - Emily was in the meeting
 - Went well!
 - 4h event, ideally in November (after Try/CATCH)
 - Nov 8 or 15th
 - TODO: Reach back on which date works best
 - Hybrid event, figure out room bookings
 - ~70 turnout
 - Beginner friendly, focus on this when marketing
3. Follow-up with SAP
 - a. Followed up + confirmed next steps
 - Sponsorship is a bit tricky
 - got payment details to plan with them how payment will work
4. Follow-up with Workday

a. Unsure of follow-up

5. **TODO: Update sponsorship masterlist**

★ Sydney - Director of Communications

1. LinkedIn Alumni Newsletter Update

a. Draft sent in exec chat

- It is beautiful
 - Will send to Audrey to post on LI sometime this week
- We are looking for speakers/workshop hosts for Try/CATCH, it'd be a good idea to send out a blurb for potential volunteers!
- Also include opportunities for alumni to reconnect with WiCS

2. CSDC Meeting this Friday


- a. Attending the second half!
- b. Created slides, on WiCS Google Drive

3. WiCS Favourites

- a. Updating doc, coming up with more things to include
- b. Touch base w/ Bianca soon
 - To be posted late Aug!

4. If no more events, event sneak peek?!

★ Bianca - Director of Visual Design

1. Mentorship Program 

a. Graphics were so 

2. Grad Coffee + Matcha recap done!

3. LeetCode workshop graphics done!

4. Helped Audrey w/ making a LinkedIn banner

5. Working on WiCS + WiE Sunset Picnic Recap

a. Finish by Wednesday 7/30

6. Planning to work on the IG highlight covers this week

7. WiCS Favourites Graphics

a. In progress! Will start soon

★ Grace - Executive at Large

1. CR Refill

- a. Refill done on the 20th, checked again yesterday and we're out of drinks but there are still plenty of snacks + freezies!
- b. More granola bars & freezies in the CR cabinet (2nd drawer from top)
- c. Semester ends soon anyway so we should be good until fall

2. Bulletin Board

a. Updated with the upcoming LeetCode Workshop

3. Welcome Day/Clubs Day Slides

- a. Her work will be displayed on these slides!!!!!! Yippie
- b. WiCS has 1 minute during Welcome Day to talk about WiCS, what we're doing, and how to get involved!
 - Strict timeline for WD

c. **TODO: Create slides for WC and CD**

- Bianca will reach out and collaborate on this to keep visual identity 🔥

★ Jennifer & Jaycie - Director of Events

1. WiCS x WiE Sunset Picnic
 - a. Went well! Good turnout
 - Hike was not long yippie
 - Jaycie and Eugenia brought food, blankets
 - Walked ate played 🔥🔥
 - b. More collaboration events with WiE in the future!
2. FINANCE:
 - a. Jaycie will send link to sheets
 - E-transfer breakdowns
 - 250-250 WiCS and WiE
 - Didn't use full 500
3. Bianca worked on recap post
4. Spoke with WiE presidents @ end of event
 - a. A WiCS x WiE hike in August?!
 - As a final summer event
 - **TODO: Let team know by early Aug**
 - To delay the alumni newsletter + market this event!
5. Frosh planning will start this week
 - a. Will reach out to WiE for a meeting
6. Frosh
 - a. Following rooms are good to go:
 - ASB 9896 -> MM
 - Mara is volunteering
 - ASB 9703 -> Sushi lunch
 - b. MM - Need to get WiCS volunteer
 - Volunteers need to fillout MM volunteer form
 - 1-2 execs to help out for MM?
 - Mara is a volunteer for MM!
 - Mara is a frosh lead, but not leading a group during MM!
 - Felicia is volunteering as a frosh lead
 - Do not count as an official volunteer!
 - c. Nancy will email a blurb for first years regarding frosh events
 - Do we want to do this to promo WiCS?
 - Jaycie can forward the email
 - Will send email to Nancy
7. SFU Surge Collab - Jennifer and Mara
 - a. Totebag painting, bracelet making, karaoke
 - Sent details to Surge ab event, they'll handle the rest

★ Maria L. - Secretary

1. No access to portal still 🙄
2. Here is the [Figma](#) (actually!) 😞

3. Use AEM so WiCS members directly access minutes

GENERAL

1. CAN-CWIC West 2025
 - a. Volunteers: Mara
2. StormHacks WiCS Side Event

🌟UPCOMING EVENTS

🌟MOTIONS

1. MOTION \$25.33 to pay for the 2nd month of the Lottie subscription for the WiCS Website.
 - a. Motioned by <Gahee Kim>
 - b. Seconded by <Maria León Campos>
 - c. Motion: Passed/Failed
2. MOTION \$15.35 for the CloudFare Domain Name for the WiCS Website.
 - a. Motioned by Mara Liwayway David
 - b. Seconded by Emmy Fong
 - c. Motion: Passed/Failed

Meeting ADJOURNED: 20:00

🌟ACTION ITEMS

Presidents: Mara & Felicia	<ul style="list-style-type: none"> ★ Felicia - Career Fair ★ Mara - Try/CATCH, Can-CWIC, Surge
Secretary: Maria L.	<ul style="list-style-type: none"> ★ Upload minutes ★ AEM minutes ★ Work on website
Treasurer: Emmy	<ul style="list-style-type: none"> ★ Discuss FAS Funding distribution with Co-presidents
Director of Sponsorships: Aniyah	<ul style="list-style-type: none"> ★ Update sponsor masterlist ★ RBC ★ AWS ★ Workday ★ SAP



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<p>Director of Communications: Sydney</p>	<ul style="list-style-type: none"> ★ LI Alumni Newsletter ★ CSDC Meeting updates ★ Continue working on WiCS Favourites ★ Send out email regarding mentor signups / mentor-mentee testimonials
<p>Director of Events: Jennifer & Jaycie</p>	<ul style="list-style-type: none"> ★ Solidify WiCS x WiE hike date (BY EARLY AUG) to post on WiCS Newsletter ★ Jaycie - send finance sheets link ★ Jaycie - Forward Nancy request for WiCS blurb ★ Jennifer - SFU Surge Collab ★ Send over finalized dates for Frosh (Girlies', Sushi Lunch, MM) + update calendar ★ Update WiCS Google Calendar with Frosh events
<p>Director of Technical Events: Bhakti & Emily</p>	<ul style="list-style-type: none"> ★ Leetcode Workshop - RSVP + Workshop hosts ★ Solidify date for AWS Cloud Tech Event (Nov 8 / Nov 15)
<p>Director of Marketing: Audrey</p>	<ul style="list-style-type: none"> ★ Market mentorship recruitment <ul style="list-style-type: none"> ★ Clarify WiML scope of program to check next steps
<p>Director of Visual Design: Bianca</p>	<ul style="list-style-type: none"> ★ WiCS x WiE Sunset Picnic Recap ★ IG highlight covers ★ WiCS Favourites Graphic <ul style="list-style-type: none"> ★ Work on Welcome Day // Clubs Day slides
<p>Director of Graduate Events: Gloria</p>	<ul style="list-style-type: none"> ★ Clarify WiML scope of program to check next steps
<p>Director of Mentorship: Maria K.</p>	<ul style="list-style-type: none"> ★ Mentor testimonials ★ Think of new ways to market mentor signups
<p>Executive at Large: Grace</p>	<ul style="list-style-type: none"> ★ Work on Welcome Day // Clubs Day slides