SUS Mentorship Committee Meeting  
DATE: October 2, 2017 | TIME: 5:00-6:00 pm | Abdul Ladha Rm #105

I. Attendance  
Present: Kennedy, Harman, Simran, Michelle  
Regrets: Jen (SUS Council Meeting)

II. Kick-Off Event Debrief  
a. General thoughts  
   i. Mentor turnout was good, Mentee turnout wasn't great  
   ii. Audio visual problems  
   iii. GSS presentation wasn't great  
   iv. Was it really necessary for mentors to come early?  
b. Budget—→ Name, Committee (Mentorship), Budget (Academic Committee)  
   i. $155→ Harman ($133), Simran ($6), Michelle ($16)

III. Oct. 5th Mentor Training  
a. Food—→ fruit + veggie platter?  
   i. Fruit and veggies are expensive  
   ii. Pizza?  
   iii. What is are budget for this Jen?  
b. Confirmed Venue- HA (Henry Angus, Sauder) Rm435 4-8pm (for setup & cleanup)  
   i. Event start at 5pm  
c. Email reminder to mentors and possibly something to keep track of if they will be able to make it or not

IV. Mentor-Mentee Pairing  
a. Mentee bio/Google form responses  
   i. Has it been released? If not, can include Simran’s video link  
   ii. Name, Email, Mentor Preference (1-2 people), Mentor Field of Study Preference, 250 Blurb about them and why they want to be a part of the program?  
      1. 6 responses right now  
      2. Deadline: Thursday Oct. 5th  
b. Mentee to Mentor Matches  
   i. How do we send narrowed down mentee list to mentors?  
      1. Put all the mentees & mentors in groups based on field of study, and then send all the micb mentors to all the micb mentors, etc...  
   ii. Do we want to split the amount of pairs into 3 - less work per person  
      1. Divide the kids by 3 and we each work on that list  
   iii. Most convenient + efficient method  
   iv. Deadline to get mentee to mentor selection by?  
      1. Sort the mentors and mentees by Sunday Oct 8th
2. Make a spreadsheet for mentors and mentees that has name, contact into, mentor preference, field of study, with the bios on a separate google doc for later
3. Send the mentors emails by **Tuesday, Oct 10th**
4. Mentors have until **Monday, Oct 16th**
   a. Send a reminder to fill it out on **Saturday, Oct 14th**
   v. How do we inform both mentor and mentee they have been paired?
   vi. Should we facilitate a meeting place as the next social?
   vii. Do we have enough confirmed mentees?
      1. Give the ones who attended kick-off preference in mentor
   viii. Try to prioritize the mentors that applied last year that didn’t get mentees but applied again - Jen might have list??
      1. Jen?? list??
   c. General Pairing Process
d. Timeline→ deadline to finalize pairing by
   i. See above

V. **Future Social Event**
   a. Brainstorm
      i. **BEER**
     ii. **Potluck?**
     iii. Games night upstairs
     iv. **Dodgeball/capture the flag**
     v. **Ice breakers**
     vi. **Mafia**
     vii. **Rolly chair ultimate thing**
   b. Possibly a place for the mentors-mentees pairs to first meet
   c. **Late October/early November**

VI. **Change in Meeting Time**
   a. Incoming councillors→ Monday 5-6pm will clash with council meetings

**ACTION ITEMS**

Kennedy
   - Remind about Tuesday Social
   - Discuss food budget for Oct. 5 mentor training with Jen
   - Write email to mentors for reading/selecting from mentee list

Harman
   - Send email form to mentees
   - Send email about mentorship training & see who can come

Michelle
   -

Simran
   - Grab food from Save On on Thursday