SUS Mentorship Coordinator Meeting Minutes  
DATE: November 7, 2017  |  TIME: 5-6pm  |  Abdul Ladha Rm #105

I. Attendance  
Present: Harman, Michelle, Lee, Simran, Kennedy  
Regrets:  

II. Games Night  
   a. Final RSVP numbers? → Kennedy has made attendance spreadsheet, update and fill-in for all future events 21  
   b. Do we have everything we need?  
      i. Games materials  
      ii. Food & drinks  
   c. Two truths and a Lie → break into smaller groups 5-5:10pm  
   d. Rolly Chair Ultimate Thing 5:10pm-5:40pm  
      i. Balloon, beach ball, normal ball (Kennedy)  
   e. Guess the Song 5:40pm-5:55pm  
      i. List of songs (Harman)  
      ii. Check spotify  
   f. Charade Relay 5:55pm-6:20pm  
      i. List of actions/topics (Simran)  
   g. Water Pong, Jenga, cards, Cards Against Humanity (during food 6:20-7pm)  
      i. Get Cards Against Humanity (Harman/Simran)  

III. Facebook Group  
   a. Need to email mentors/mentees to invite/add them to the group  
      i. Announce this at games day and then send out email  

IV. Email Checkups  
   a. Suggestions for how to “structure” meetings, what to discuss, etc.  
   b. Online form for check-up  
   c. If you have concerns, email us directly  
   d. Send first check-up after our games night,  

V. Pro-D Event → move back a week to November 30th  
   a. Professional Networking & Time Management → Jen meeting with CSIC  
   b. Food  
      i. Ask Delly for sponsorship (Simran)  
         1. If they can’t do this event, maybe ask about the one in January?  
      ii. Pasta again from Costco best option (Harman)  
         1. Check about vegan options  

VI. Post-games night form  
   a. Some general questions about what they thought of Games Night (see Mentor Training feedback form that we did)
b. Would you want to participate in another games night in January?
c. What do you want us to do for our next social (other than food and drinks)?

VII. Future event planning
   a. End of January social
      i. Wine and watercolors?
   b. Grad students wanted more LinkedIn/Resume workshop stuff
      i. Or tell them about resources/other events they can find this information at
      ii. Share it in an email perhaps
   c. Undergraduate students want to know how to apply to grad school
      i. Talk about this with their grad students!

ACTION ITEMS

Kennedy
- Games Night→ Check Ladha for Games Night stuff (balloon ultimate, water pong, cards)
- Update GSS reps with email
- Change Pro-D Event room booking in Henry Angus
- Reimbursements pick-up reminder (3rd floor AMS offices, by elevators on Qoola side)
- Master document for Mentorship budgeting

Harman
- Games Night→ Check Spotify for playlist, Cards Against Humanity
- AFTER games night→ email about Facebook group, mention Simran’s RHLAC free coffee meeting room booking, first check-in email with post-games night feedback? Talk about prize for the pair that comes to the most events
- Check with Costco about food + customization (pasta) for next mentor training on November 30th

Michelle
- Upload PDF minutes to Drive folder (Committee Meeting Minutes), post-Games Night feedback form (Thursday midnight deadline)

Simran
- Games Night→ Charade relay ideas
- Ask Delly for sponsorship for the next social event or mentor training

Lee
- Games Night→ Food & drinks for games night

Jen
- Meeting with CSIC next week about Professional Networking/Time Management Pro-D event on November 30th

Timeline for Rest of Year

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<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<table>
<thead>
<tr>
<th>Early</th>
<th>Program Advertising</th>
<th>Mentor Training (5th)</th>
<th>Social Event (8th)</th>
<th>Online Survey</th>
<th>Online Survey</th>
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<tbody>
<tr>
<td>Mid</td>
<td>Sign Up Advertising</td>
<td>Pairing</td>
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<td>Alumni/Panel Event?</td>
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<td>Late</td>
<td>Kick-Off Event (27th)</td>
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<td>Pro-D Event (30th)</td>
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<td>Social Event?</td>
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