SUS Careers and Professional Development Committee Meeting  
11/8/17 | 18:30 | Abdul Ladha Rm #103

I. Attendance

Present: Cathy, Avril, Alisa, Liheng, Alyssa, Lee, Farhan, Jim, Thomas  
Regrets: Judy and Morris

Agenda Items

Retreat Money  
Farhan will do an Interac transfer, Avril, Alyssa will E-transfer  
E transfer at cathy_jq@outlook.com

SUS-CLF Collaboration

- CLF still contacting speakers, one person “confirmed” for 23rd  
- We will handle marketing, bundled with our speakers series -> we are responsible for making Facebook event & marketing  
- Cover photo: get CLF logo  
- Posters - CLF requests we cover poster costs -> special poster in addition to our posters? Action: Jim will clarify

Alumni Speaker Series

- Action item: ask sd communications for nov 21/23/28  
- Speaker:Hannah - Nov 21, Herman and Armaan - Nov 28  
- Posters will not include speakers’ name, but will be on facebook  
- End speakers series on Nov. 28th.  
- Avril: Computer Science ‘distillation’ sent every Friday

Meeting with Erin - SciFair panelists instead of Speakers Series

- Erin suggested inviting alumni with one + years experience, not those seeking to develop public speaking skills  
- Ask speakers more on how the literal UBC degree, courses and derived skills specifically help them in their careers  
- Advised we should utilize the Mentorship Program to find research-oriented people  
- Erin will connect Farhan with alumni engagement - provide already-interested alumni list

Promotion

- Submit requests to Distillation by Nov 13th (for publication on Nov 15th and 22nd)  
  - Nov 15th needs to list all 3 dates (21st, 23rd, and 28th)
● Marketing Timeline
  ○ Facebook event launch, # posts sharing the event, posts/type of posts we want within the Facebook event (ex. speaker bios), when to put up posters etc, all graphics needed (Facebook cover photo, poster, any other graphics)
    ■ Speaker bios: waiting
    ■ Speaker pictures: Herman, Hannah, (Avril will ask Armaan)
  ○ Description: CLF facebook event link
  ○ Posts
    ■ Speaker Bios- post as soon as event goes up
    ■ Nov 15: Hannah bio
    ■ Nov 17: if you cant make it check out CLF event (CLF graphic)
    ■ 3 days until speaker series start (graphic)
    ■ Nov 21: thank you for coming to our 1st one + Nov 28 Herman and Armaans bios
    ■ Nov 22: post CLF
    ■ Nov 26: Reminder
    ■ Nov 28: Thank you
  ○ Posters
    ■ Ask graphics to make a poster version of cover photo
    ■ Ask for poster file to make asap (11x17)
      ● Judy: Orchard
      ● Farhan: Marine, confirm
      ● CHEM (4), WESB (4), Computer Science (4), HEBB (2), EOSC(2), Ladha (4)
      ● # copies: 25 + the ones for marine & orchard
  ○ Deadline for all alumni: Nov 8th
  ○ Cathy submitted to Distillation
  ○ Make posters with speakers’ names
  ○ Image suggestions: mic, podium, diploma

Catering
● Morris to contact catering companies for pricing
  ○

SCI Fair Progress
● Beaty, IUGO, agreed, CSI&C responded with representative contact info
● No Santa Ono
● Associate Dean Ian Cavers - Alisa
To Do List From Last Meeting

- Avril: contact Herman and Hannah about pictures and contact the Comp Sci reps
- Lee, Morris, Alisa, and Alyssa to email company contacts (want the wanted to come but didn’t and came lists to be contacted by next meeting)
- Morris will contact catering
- Liheng and Avril will contact more speakers
- Farhan will update us on progress with his speaker contacts and correspondence with Erin
- Jim will contact the SUS marketing team and get them to make an event
- Everyone contact your profs and PIs!

To Do List:

- Jim will send the CLF logo and ask CLF if they want a separate poster or if they’re ok “attaching” their event to our poster
  - Ask CLF to make their own graphic design poster and their own FB event, but we can link to them on our own FB page
- Cathy: update sd communications for nov 21/23/28
- Farhan: email Erin, confirm with marine drive residence about how many posters
- Thomas send request to Melissa Liu for speakers series
- Avril send blurb to CPSC “distillation” ASAP
- Morris - ask Calhours for free delivery?
- Alisa: Email lan Cavers
- Avril: ask CS to send 17th, link to Facebook Event
- FINALIZE CATERING

Meeting Adjourned at 7:37