SUS Careers and Professional Development Committee Meeting  
11/15/17 | 18:30 | Abdul Ladha Rm #103

I. Attendance

Present: Farhan, Liheng, Morris, Judy, Jim, Cathy, Avril, Thomas  
Regrets: No regrets! O m g

Agenda Items

SUS-CLF Collaboration
- CLF will postpone event until January
- They’d like to know if we can help promote (without graphics)
  - Yes: SUS affiliated club

Alumni Speaker Series
- Promote the speaker series
- The event page is up now!
  - Thunderclap: Class of 2018 (Farhan), 2019 (Avril), 2020 (Liheng), 2021 (Judy), 
    UBC Science of 2021 (Alisa) UBC Science of 2019 (Lee) **Friday @ 5:00PM**
  - SUS Fam Thunderclap: **Sunday @ 7:00 PM**
    ■ Cathy will tell SUS Fam to post

Update from Erin
- We could use these contacts for SCI Fair
- Erin wants to know a few more things (what we expect from them, what will they do)
- Erin can contact her colleagues at the Alumni Center

Promotion
- Distillation promoted our event today; it will do so again on the 22nd
- Marketing Timeline

SCI Fair Progress
- 4 confirmed (5 including SBN)
  - SBN= student biotechnology network
  - Co-Op Office
  - CSI&C (will get back to us)
- Capacity 22ish companies
Panelist
- **Last year: 5:45pm – 6:15pm** (same time tentatively this year)
- Last year we had 3 panelists, this year we could have multiple rooms?
  - Panels in LSC3
  - Hand out bingo cards as people exit room
- Aiming for 6 people from different backgrounds, possibly multiple panel sessions going on at the same time
- Keep on emailing the companies. We want them done before exams start

Catering
- 50 sandwiches ($400+$18+taxes)
  - Backup: pizza
  - Black forest ham & swiss (12)
  - Roasted pesto chicken (12)
  - Roast beef with swiss or cheddar (12)
  - Roasted eggplant, peppers, zucchini, red onions, alfalfa sprouts, tomato slices, baby spinach with olive tapenade (7)
  - Avocado slices, roasted zucchini, tomatoes, cucumbers, alfalfa sprout (7)
- Drinks/cups/cutlery: Avril
  - Nov 28: Thank you

Posters
- Judy: Orchard, Totem, Vanier (3)
- Farhan: Marine (7)
- CHEM, Science One room (4 - Jim), WESB - Avril (4), Computer Science - Lee (4), HEBB (2), EOSC, IKB - Liheng (2), Ladha - Cathy (4), LSK - Cathy

  - Thank you Cards (Alisa) 4
  - Four $20 Starbucks Gift Cards (Jim)

To Do List from Last Meeting:
- 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 Ian Cavers (still hearing back)
- Avril: ask CS to send 17th, link to Facebook Event

To Do List
• Farhan: Review past panelist emails and come up with a description for Erin
• Jim: Contact Science Co-Op
• SCI Fair Outreach peeps: contact all companies on the spreadsheet by Sunday night
• Alumni Speaker peeps: figure out which aspects of SCI Fair you want to take charge of (marketing, logistics, HR (e.g. recruiting volunteers), etc.)
• Morris: fill out Calhoun’s form and ask if they can deliver cutlery/ cups, delivery method

5:30 PM
• Alisa: Thank you Cards (Alisa) 4
• Jim: Four $20 Starbucks Gift Cards
• Everyone: Thunderclap Friday @ 5:00 PM

Meeting Adjourned at: 7:30 PM