SUS Mentorship Coordinator Meeting Minutes
DATE: November 21, 2017 | TIME: 5-6pm | Abdul Ladha Rm #105

I. Attendance
Present: Lee, Simran, Jennifer, Kennedy, Michelle, Harman, Yangfan (GSS Rep)
Regrets:

II. Meeting with SUS and GSS
   a. New GSS reps?
   b. Christina and Natalie, not as involved
   c. Not sure how involved the other 2 new reps will be

III. Post-Games Night Email and Feedback Form
   a. Any notable feedback?
   b. RSVP numbers for November 30th Pro-D Event?
      i. 9 RSVP’s, hoping to get more

IV. Facebook group
   a. 25 members right now (including us)
   b. Send another reminder email to mentors/mentees to join the group?
   c. Post suggesting them to set program goals
      i. Hello everyone!
         As we approach the end of the semester, we hope everyone has had the
         chance to meet with their mentor/mentee. Because we want you to
         make the most out of the program, we encourage you to set some goals
         together. For example, what does the mentor/mentee want to
         accomplish/learn. Developing a clear goal, discussing updates, and any
         questions will facilitate your meetings, and help you use your time
         effectively. In addition, it will be invaluable to revisit these goals at the
         end of the year as a qualitative measurement for what you accomplished
         with the program.

V. Pro-D Event→ November 30th 5:30-6:30pm
   a. Recap of what was discussed with CSIC Rep→ Jen
   b. 2 Part SUS x GSS Professional Development Event: Mentoring, Coaching and
      Feedback November 30, 5:30-6:30
         i. Part 1: 5:30-6:00 pm→ In both academic and non-academic jobs, being
            able to effectively mentor, manage and supervise are highly sought-after
            skills. Participation in a mentorship program is a great chance to learn
            these skills—are you making the most of the opportunity? In this
            hands-on 30 minute session, graduate student mentors will have the
            opportunity to discuss and reflect on how their involvement is helping
            them to build skills and become more employable.
ii. Part 2: 6:00-6:30 — Undergraduate mentees are invited to join us for a joint professional development opportunity. The second part will give undergraduate mentees the chance to practice their networking and leave with a deeper understanding of strengths and strategies, while giving mentors the opportunity for hands-on practice around coaching, mentoring and feedback. After a brief discussion of networking best practices, the majority of the session will be hands-on networking practice.

c. Need to send out update email about new time
   i. Include workshop description from Danielle (CSIC)

d. 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 customization (bulk serving size) and vegan options
      2. Think about heating up pasta
         a. Ponderosa/Gage oven, hot water bath, microwaves in
      3. Last time it was about $120-130, but probably going to be less from Costco.
      4. Costco: 1 size, meat
      5. Whole foods: can be larger, $20-25, vegetarian available

e. Email: professional program, give the presenter more credibility & that they can actually learn things
   i. AND FREE FOOD
f. Thank you gift for organizers (Kimberley and Danielle)
   i. Starbucks gift card
   ii. Card for them
   iii. Ready by Thursday

g. Summary of body points in the facebook group/email

VI. Alumni Event — end of March
   a. Christina’s contact Amanda Pisio amandapisio@gmail.com
   b. GSS to spearhead this event
   c. We can plan the event itself, but we need to the contacts/connections to come and speak

VII. End Of Term Survey/Forms
   a. What can make the participants come out
      i. Prize? Gift cards?
   b. Check in & feedback form combined
      i. Send after the event
ii. Have a raffle with a prize as an incentive to fill it out

VIII. **Next Social Event Brainstorming**
   a. End of January social
      i. Wine and watercolors → lots of forms and security needed
         1. Forms, security, Serving it Right (Jen)
      ii. Trampoline park, scavenger hunt in their pairs (3), make an escape room, non-alcoholic version of watercolours (2), skating (1)
      iii. Turn our options into Facebook poll once more members
   b. Grad students wanted more LinkedIn/Resume workshop stuff
      i. Or tell them about resources/other events they can find this information → Share it in an email perhaps

IX. **General/Any Other Business**
   a. How to engage and entice more program members to come to our events
      i. Maybe Facebook group will help!
   b. Anything else?
      i. Money: spent about $340, probably have to allocate most of it to alumni
      ii. Make the program more official and permanent in the GSS and SUS
         1. Have an official partnership

**ACTION ITEMS**

**Kennedy**
- Contact UBC alumni services?
- Email Christina’s friend (Amanda) about Alumni Event collaboration
- Reimbursements pick-up reminder (3rd floor AMS offices, by elevators on Qoola side)
- Master document for Mentorship budgeting

**Harman**
- Send separate email updates with new time → include workshop description from Danielle (CSIC)
  → emphasize exclusivity
  → great opportunity - directed by a qualified professional
- Contact someone about food + customization (pasta) for November 30th Pro-D event

**Michelle**
- Upload PDF minutes to Drive folder (Committee Meeting Minutes, follow email instructions from Kim and put into proper format)

**Simran**
- Ask Delly about food sponsorship for November 30th Pro-D event or next social event
- Get gift cards
  → Starbucks for Kimberly + Danielle ($10 each); bookstore/food services for pairs (as many as you can for the rest of the year $10 each?)

**Lee**
- Suggest creating learning objectives to go through with mentors (optional)
  → wait for more people to join Facebook group before posting in Facebook group

Jen
- Meeting with CSIC about Professional Networking/Time Management Pro-D
- Send email to Yangfan regarding conference (workshop + networking) → share to GSS?

**Timeline for Rest of Year**

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<th>September</th>
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<th>March</th>
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<tr>
<td><strong>Early</strong></td>
<td>Program Advertising</td>
<td>Mentor Training (5th)</td>
<td>Social Event (8th)</td>
<td>Online Survey</td>
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<tr>
<td><strong>Mid</strong></td>
<td>Sign Up Advertising</td>
<td>Pairing</td>
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<td>Online Survey</td>
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<td>Alumni/Panel Event?</td>
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<td><strong>Late</strong></td>
<td>Kick-Off Event (27th)</td>
<td>Pro-D Event (30th)</td>
<td>Social Event? Or another Pro-D</td>
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