SUS Careers and Professional Development Committee Meeting
01/17/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Cathy, Morris, Farhan, Jim, Thomas, Lee, Judy, Liheng, Avril, Alisa, Alyssa
Absent: Wow everyone made it!

Agenda Items

Things to discuss in today’s meeting

1) Panelists update: currently we have 3!
   a) Nothing from the alumni yet
   b) Maybe Ali Ladha again?
   c) Maybe Heart and Lung Innovation

2) Companies: we currently have 14!
   - Follow up with companies highlighted yellow before January 12
   - New companies: include a deadline of Jan 26th to respond by in the email

3) SCI Fair

4) Tech Fair: Alyssa, Avril, Alisa will snoop for us :’)
   a) https://ubc-
csm.symplicity.com/students/event/careerfairs/7a78a51cd2f01f65d4b3f3ef8fc
64/overview?gotodiv=&student=081a08d365c94ed856842351d3e198a9
   b) LSC West Atrium 10-4PM, Jan 25th

5) Company Registration Form login: Liheng will call Abraham

Logistics

iPad survey?
   ● Jim booked 5, Jim must pick them up before 6pm and return them the morning after;
     maybe smo can pick them up for Jim
   ● The ipads MAY not be charged

Preparation

Actual Event

   ● duties for everyone at the event, layout for the event Avril
     (in two weeks)
   ● sound systems Alisa
     ○ (2-3 weeks before), projectors
     ○ figure out how much stuff we need
   ● catering (buy drinks and cups a week before), food for the company and volunteers (find
     out how many people there are) Morris
     ○ 550$ for catering, 330 for cofee and drinks
How many volunteers communicate with Rowe events (follow up, what time they need to be here, how many tables they have to set up) *Morris*

**Later Tasks before the event**
- Compile online forms (when they come) for both students and companies to send to marketing before February 7th?

**Marketing**
- Make a brochure about the company/blurb so ppl have sth to read while they’re waiting
  - Let the companies write their blurbs on the registration
- Calendar (Cathy)
  - Graphics Request
  - Find a printing place (UBC printing may help, the one at the Woodward basement)
- Distillation, SUS Facebook, making event, coordinate with graphics to make posters and cover photo, prof slides, classroom announcements, timeline for hiring volunteers

**Human Resources**
- Debrief Clara on volunteer duties for SCI Fair before working on SNN
- **Talk about Student Networking Night (SNN)**
  - Get students with on-campus job experience
  - Make a similar google form for students ‘presenting’ like the SCI Fair companies
  - (maybe): making a powerpoint of the students’ bios
- Name tag google form for attendees

6) Timeline of SCI Fair planning and SNN

**HR**
- Arrange a date for orientation
- Making a shift timeline
- Volunteer application release + deadline
- ~25-30 volunteers
- Have a volunteer lounge (Cathy already booked)

**Logistics**
- tba

**Marketing**
- Graphics: Feb 2nd
  - FB cover photo, poster, one graphic, countdown graphics
• Facebook Event
  ○ Event sponsor
  ○ Company blurbs
  ○ Talk to Luc
• Distillation; latest Feb 6, post Feb 14, 21
• Brochure: wait for blurbs
• Calendar: find out pricing at Staples

Action Items:
• Companies that need following up: Response Biomedical, Phemi, Goldbeck, fpinnovations, bc cancer, iugo (Alyssa)
• Jim: Panelist email draft by Saturday, send login info to group chat, email Allison about renting lanyards
• BUDGET: have a look, especially the logistics subcommittee
• Everyone: check the companies you’re in contact with to see if they offered to bring a panelist (change of arrival time to 5:15)
• Liheng to call Abraham tomorrow at noon
  ○ PROBLEM RESOLVED
• Alisa: ask if Hootsuite can panel
• Cathy: email Aly Ladha, send log group Rowe events invoice, ask Allison about how much work LSC + Rowe Events, did for clean-up, online registration (similar to SCI Team), find rooms + booking time
• Everyone: fill in midterm spreadsheet by ASAP

Next week
• Template emails for companies that have confirmed (the informative email) next week
• Allison meeting: name tags, survey content, sound equipment, rowe events, ask Allison when we should send out the form for SNN, when is allison planning to contact co-op/ work learn, are we contacting Rob,
• Waivers