SUS Careers and Professional Development Committee Meeting  
01/24/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Cathy, Avril, Kipling, Farhan, Lee, Alisa, Jim, Liheng, Judy, Morris, Thomas  
Absent: Alyssa

Agenda Items

Things to discuss in today’s meeting

1) Things to update on the company registration form
   a) Confirmation email dates
   b) “Up” repeated twice typo
   c) Registration form’s introduction should say 2018, not 2017h
   d) We should ask if they’re panelling or not

2) Panelists update: currently we have 3!
   a) Roy, YK, Milah
   b) Maybe Aly Ladha, Herman again?
   c) Heart and Lung Innovation: maybe a grad student panelist

3) Companies: we currently have 14!
   - Follow up with companies highlighted yellow before January 12
   - New companies: include a deadline of Feb 7th to respond by in the email
   - Jim will upload new companies to spreadsheet

4) SCI Fair

5) Tech Fair: Alyssa, Avril, Alisa will snoop for us :’)
   a) https://ubc-
      csm.symplicity.com/students/event/careerfairs/7a78aac1cd2fa01f65d4b3f3ef8f
      64/overview?gotodiv=&student=081a08d365c94ec856842351d3e198a9
   b) LSC West Atrium 10-4PM, Jan 25th

6) Once the registration form is up, we will promote that as well

Logistics

- Rowe Events
  - $1367/18 booths

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 coffee 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
   (before next week)

   ○ -name tags (a week before)
      write out students and companies names
   ○ make signs like washroom, companies, rooms, volunteer lounge

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 Kipling 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

7) **Timeline of SCI Fair planning and SNN**
   HR
      ● Making a shift timeline
      ● Volunteer application release + deadline
      ● ~25-30 volunteers
      ● Have a volunteer lounge (Cathy already booked)
HR timeline:
https://docs.google.com/document/d/1ZcehLKnYVbNkovx2CDEHKfnallLxzLcXxNiFz91Z49o/edit

Logistics
Can everyone fill out when they can get to the event on March 1st? MERCI

<table>
<thead>
<tr>
<th>Name</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy</td>
<td>12-2, 3:30-end</td>
</tr>
<tr>
<td>Thomas</td>
<td>7 (clean up)</td>
</tr>
<tr>
<td>Jim</td>
<td>5:30-end</td>
</tr>
<tr>
<td>Avril</td>
<td>2-end</td>
</tr>
<tr>
<td>Morris</td>
<td>3:40-end</td>
</tr>
<tr>
<td>Alisa</td>
<td>3:00-7:00</td>
</tr>
<tr>
<td>Lee</td>
<td>5:00-end</td>
</tr>
<tr>
<td>Judy</td>
<td>5:30-end</td>
</tr>
<tr>
<td>Farhan</td>
<td>TBD</td>
</tr>
<tr>
<td>Liheng</td>
<td>3:30-end</td>
</tr>
<tr>
<td>Alyssa</td>
<td>5- 5:50</td>
</tr>
<tr>
<td>Allison</td>
<td>5-6:30 (tentative)</td>
</tr>
</tbody>
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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
- **Company highlights: feb 13, 16, 19**
- **Panelists: Feb 21-25**
Timeline:
https://docs.google.com/document/d/1ffUL3WMq4HPxgcXirgf59OR4rFnIYNGZ2PpDHGbW/edit

Action Items
- Jim: Go to Brock Hall and fill out email and ask about lanyards
- Avril: Herman (panel), parking map
- Alisa: still waiting to hear back from Hootsuite (panel), catering options
- Morris: let HLF know if we don’t get a panelist by **Jan 31** we’re assuming you’re not coming respond to Rowe Events, sound equipment options
- Everyone: mark companies red if they’ve been unresponsive to follow-ups
- Follow up companies with emails & phone calls

Action Items from last week:
- Companies that need following up: Response Biomedical, Phemi, Goldbeck, fpinnovatioCns, 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
  - rooms: 1330, 1410, 1416, 1510, LSC 3, West Atrium 1-9
- 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