SUS Careers and Professional Development Committee Meeting  
01/31/18 | 18:30 | Abdul Ladha Rm #104

I. Attendance

Present: Cathy, Avril, Alisa, Morris, Lee, Alyssa, Judy, Kip, Liheng, Thomas, Jim, Farhan  
Absence: None yay!

Agenda Items
Things to discuss in today’s meeting

1) Panelists update  
   a) Herman, YK, Roy, Chris?  
   b) We can also request for panelists as we send out the registration email  

2) Companies: we currently have 14 + 4 + SUS!  
   - New companies: include a deadline of Feb 14th to respond by in the email  
   - Grace from corps will ask Prostate BC  
   - Tech Resources (Farhan)  

3) Tech Fair  
   a) Which companies to contact? (Avril)  

4) REGISTRATION FORM IS DONE  
   a) Jim will find Allison/Abraham to get the link  

5) SCI Fair planning  

Logistics

- Number of booths

Actual Event

- Layout for the event  
- https://static1.squarespace.com/static/5a34c5aa9f07f5aac263b3e6/t/5a6f8f3e08522915a3ea98c/1517260607477/EUS+Website+-+CF+Employer+Layout+Day+1.pdf  
- sound systems Alisa  
- catering (buy drinks and cups a week before), food for the company and volunteers (find out how many people there are) Alisa  
  - 550$ for catering, 330 for coffee and drinks  
  - How many volunteers  
- Follow up with Rowe events  
  - what time they need to be here, how many tables they have to set up Morris  
- name tags (a week before)  
  - write out students and companies names  
- make signs like washroom, companies, rooms, volunteer lounge

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Later Tasks before the event

- compile online forms (when they come) for both students and companies to send to marketing before February 14th?

Marketing

- Let the companies write their blurbs on the registration
- Calendar (Cathy)
- Distillation, SUS facebook, making event, coordinate with graphics to make posters and cover photo, prof slides, classroom announcements, timeline for hiring volunteers

Human Resources

- Update
- SNN
- HR timeline: https://docs.google.com/document/d/1ZcehLKnYVbNKowx2CDExHkfnAllLxxLcXxNiFz91Z49o/edit

Logistics

Sound

- $50/ mic

Marketing

- Graphics: DONE!
  - FB cover photo, poster, one graphic, countdown graphics
- Facebook Event
- 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/1ffUL3WMq4HPxgcXirgf59OR4rFnlWYNGZ2PpDGbkwC/edit

Action items:

- Send out registration forms to the companies
- Farhan: figure out Mar 1 availability, go to teck resources
- Judy: email parks Canada
- Avril: call tech companies again
- Alisa: call again for cancer/ icbc, catering options ~40-50 people
- Grace from corps will ask Prostate BC
● Cathy and Jim will meet with Allison Wed Feb 7 (3-4)
  ○ Nametags or lanyards
● Kipling: will post in ISCI 300
● Lee and Alyssa: Facebook event description ASAP, send to marketing
  ○ Captions for all the posts
● Judy, liheng: make SNN google form
  ○ Add ‘we will contact you if we think you’re a good fit’
  ○ Released on feb 15
  ○ Cap at 20
  ○ Name, contact email, job position, fun fact, major, year, brief summary of what you do at your job, picture
  ○ Provide examples of jobs that we’re looking for: work learn, RA, TA, peer tutor, food restriction

Action Items from last week
● 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
● Everyone: mark companies red if they’ve been unresponsive to follow-ups
● Follow up companies with emails & phone calls