SUS Mentorship Coordinator Meeting Minutes
DATE: November 28, 2017 | TIME: 5-6pm | Abdul Ladha Rm #105

I. Attendance
Present: Lee, Simran, Harman, Michelle, Kennedy
Regrets: Jennifer

II. Pro-D Event → November 30th 5:30-6:30pm
a. 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.

b. Attendance → how to increase?
   i. 15 RSVPs currently
   ii. Send another email reminder requesting RSVPs → new time (5:30pm)
   iii. Emphasize → professional program hosted by professional presenter, give the presenter more credibility & that they can actually learn things → explain to them why it’s beneficial for them to come
   iv. Kennedy will make a Facebook post as well → will ask them to comment on post as RSVP (faster than asking for email RSVP)

c. Food
   i. Switch to pizza? → more cost effective
      1. 50% Dominos coupon?
      2. Pre-order online and call them to confirm what time we want them to come
      3. 8 pizzas: 5 meat, 2 veggie, 1 vegan
ii. Pasta option from Costco or Whole Foods → Update from Harman
   1. NO → too expensive
d. Thank you gift for organizers (Kimberley and Danielle)
i. Starbucks gift card
ii. Card for them
   1. Thank you so much for all of your help so far in hosting our SUS Mentorship Program professional development workshops! We really appreciate all of your time and effort. We look forward to working with you in the future. Happy holidays!
      Sincerely, SUS Mentorship
iii. Ready by Thursday
e. Can have post-event summary with main points of workshop in the Facebook group/email for those unable to attend

III. Alumni Event → end of March
a. Christina’s contact Amanda Pisio amandapisio@gmail.com
   i. Get in contact with Amanda
b. GSS to spearhead this event → we can plan the event itself, but we need to the contacts/connections to come and speak

IV. 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 sometime after Pro-D event
   ii. Have a raffle with a prize as an incentive to fill it out
c. Separate mentor and mentee forms or one general form?

V. 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

VI. Facebook group
a. 29 members now (including us)
b. 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.

VII. 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. Work on having an official partnership → contacts GSS

ACTION ITEMS

Kennedy
   - ASAP → Facebook post about Pro-D Event
   - Contact UBC alumni services?
   - Reimbursements pick-up reminder (3rd floor AMS offices, by elevators on Qoola side)
   - Master document for Mentorship budgeting

Harman
   - ASAP → send another email to remind about event and request for RSVPs
     → emphasize exclusivity
     → great opportunity - directed by a qualified professional
   - Pre-order Domino's pizza online and call an hour beforehand to confirm

Michelle
   - Upload PDF minutes to Drive folder (Committee Meeting Minutes, follow email instructions from Kim and put into proper format)
   - Make 1st semester program check-in/feedback forms
     - General questions: how do you like the program, what are your thoughts on the program, what events would you like to see in the future, etc...
     - By December 2nd
     - Button for mentor vs. mentee

Simran
   - 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
   - Draft email to Amanda about Alumni Event
## Timeline for Rest of Year

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<th>September</th>
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<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>Early</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>Mid</td>
<td>Sign Up Advertising</td>
<td>Pairing</td>
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<td>Alumni/Panel Event?</td>
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<td>Late</td>
<td>Kick-Off Event (27th)</td>
<td>Pro-D Event (30th)</td>
<td>Social Event? Or another Pro-D</td>
<td>Online Survey</td>
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