SUS Mentorship Coordinator Meeting Minutes
DATE: January 9, 2018 | TIME: 5-6pm | Abdul Ladha Rm #105

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

II. End Of Term Survey Form and Check-in
a. What can make the participants participate
   i. 3 x $10 Bookstore gift cards (advertise one of their events in return)
   b. Check in & feedback form combined
      i. Send out ASAP
      ii. Fill out survey for chance to win a gift card

III. Alumni Event → Thursday March 8th
   a. Christina’s contact Amanda Pisio amandapisio@gmail.com
   b. Amanda emailed back and the event has already been scheduled! Has asked if we would like to partner for the event
   c. Responded to Amanda and awaiting her reply

IV. 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 $412.48 → probably allocate $$$ to alumni event
      ii. Make the program more official and permanent in the GSS and SUS
         1. Have an official partnership moving forward?

V. Fix mentorship email problem

ACTION ITEMS
Kennedy
- Contact UBC alumni services?
- Reimbursements pick-up reminder (3rd floor AMS offices, by elevators on Qoola side)
- Master document for Mentorship budgeting
Harman
- Email Christina’s friend (Amanda) about Alumni Event collaboration
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
Lee
- Jen
## Timeline for Rest of Year

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<tr>
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<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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</thead>
<tbody>
<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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<td><strong>Mid</strong></td>
<td>Sign Up Advertising</td>
<td>Pairing</td>
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<td>Alumni Event (8th)</td>
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<tr>
<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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