SUS Mentorship Meeting Minutes
DATE: January 30, 2018 | TIME: 5-6pm | Abdul Ladha Rm #105

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

II. Alumni Event → Thursday March 8th, 5-8pm at LSC
   a. Overall progress so far → Amanda (CPhyGS, Cell Biology and Physiological Sciences), lots of other Science programs, and SPPH
      i. Venue and liquor license
   b. Structure of event
      i. Careers fair/networking event
      ii. Bringing in a bunch of companies geared towards hiring grad students
          1. Majority is science-related right now
      iii. Food, wine
      iv. Website with blurbs will be up about 2 weeks before
      v. $5 tickets → but possible discount for members of our program
      vi. Standing cocktail tables with companies
      vii. Running workshops through the Careers Centre before event
   c. Target audience/goals of event
      i. Aiming for about 200 people (75 last year)
   d. Resources/support needed
      i. Can help contact other companies/recruiters
      ii. $1000 from the Faculty of Medicine and also looking for corporate sponsorship to help cover the wine

III. Survey Form Responses
    a. Discuss and include common issues in a general email to everyone
       i. Expectation of meeting at least one per month
       ii. Emphasize that the program structure is flexible and really up to the specific mentor-mentee pair
       iii. Start promoting alumni event

IV. General/Any Other Business
    a. Budget
       i. Money: spent about $412.48 → probably allocate $$$ to alumni event
    b. Make the program more official and permanent in the GSS and SUS
       i. Have an official partnership moving forward?

V. Fix mentorship email problem

VI. Companies to Contact
    a. Stem cell technologies
    b. Genome Me
c. BC Children’s Hospital
d. NSERC
e. Agriculture and Agri-food Canada
f. IBM
g. SAP
h. BC Cancer Research Center
i. UBC
j. Center for Heart Lung Innovation
k. Canada’s Michael Smith Genome Science Center
l. Student Biotechnology Network
m. Terry Fox Lab
n. VGH

VII. Prompts
   a. What was your favourite experience in undergrad?
   b. Lead the mentee through an interview.
   c. What was your biggest challenge in undergrad/grad school?
   d. Why did you decide to pursue graduate studies?
   e. How easy/difficult was it to join a lab?
   f. What did you wish you knew prior to starting your graduate studies?
   g. What’s the most rewarding part about being a grad student?
   h. Give a scenario from online and get them to talk about it.
   i. What do you wish you knew at my stage?
   j. How can you work smarter?
   k. If you could do it all again, what would you do differently?
   l. Going over your resume with your mentor.

ACTION ITEMS
Kennedy
   - Reimbursements and Mentorship budgeting
Harman
   - Send out generic email to all mentors & mentees with general suggestions/requests
     - Mentees: take initiative; give prompts
     - Mentors: incentive is the alumni event coming up; meetings don’t have to be elaborate, we have suggested discussion prompts to your mentees
     - Both: would like you to meet up at least once per month, the program is intentionally flexible so that mentor and mentee can figure out what works best for them, foster their own personalized relationship; our goal was to make the connection between grad student and undergrad but the program is based off of
each of you taking initiative, but what you put in will help determine what you get out of it
- Send Amanda all of our emails + how many companies/employers she wants for the event

Michelle
- Upload PDF minutes to Drive folder (Committee Meeting Minutes, follow email instructions from Kim and put into proper format)

Simran
- Lee
- Jen
- Everyone
- CONTACT

**Timeline for Rest of Year**

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<th>September</th>
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<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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<td>Alumni Event (8th)</td>
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