Call to Order:

The AWS SCD South Team's special meeting started at 8:00 pm on July 22, 2025 via Google Meet. The meeting was presided over by Program Head John Danmel C. Laranga.

Attendees:

John Danmel C. Laranga	Kendrick Zamudio
Alyra Santarin	Kenneth Hular
Benedict Casio	Kyle Evardome
Christian Paulo Argete	Marc Daniel Enguero
Elreen Aya De Guzman	Marco Dalanon
Gwyneth Mae Hagos	Mark Anthony Hernandez
Helena Tantoco	Paula Paredes
Humprey Dwight Lewis A. Ocay	Rania Nabil Abdelfattah
J-ynrodel Ramos	Zyrus Alves
Jam Vincent Guevarra	

Agendas:

- **Student Community Day Southfest 2025**
    a. **Location:** University of Perpetual Help System - JONELTA Biñan Campus
    b. **Time:** 10:00 AM - 6:00 PM
    c. **Date:** October 25, 2025 (Projected)
    d. **Attendees**: 500 (Expected)

- **Core Team Members Application**
    a. **Discussion and evaluation of new applicants**
        i. **Target No. of Volunteers**: 50 volunteers
        ii. The core structure of AWS SCD Southfest was presented with each department head.

Program Head: John Danmel C. Laranga
Executive Secretary: Paula Paredes

Department	Head	Roles
Finance	Helena Tantoco	- Budgeting Officer - Sponsorship Officer - Reimbursement Officer

		● Financial Auditor ● Liquidation Officer
Operations	Benedict Casio ● Assigned to create a sheet listing the core team members' names and roles for the updated volunteer list.	● Logistics Coordinator ● Venue Manager ● Technical Officer ● Marshal Officer ● Transportation Officer
Relations	Kenneth Hular Mark Anthony Hernandez	● Public Relations Officer ● Guest Engagement Officer ● Partnership Officer ● Sponsorship Officer ● Communications Officer ● Documentation Protocol Officer
Marketing	Gil Peñaflor	● Layout Artist ● Photographer / Videographer ● Multimedia Editor ● Archives Officer ● Promotions Officer ● Content Strategist ● Social Media Manager ● Audience Engagement Officer

b. **Confirmation of Roles and Responsibilities**
   i. A Google Form for applications will be open to everyone and posted on **July 26**, once the final list of core team roles is finalized. The content of the form will be at the discretion of each department head.
   ii. Some attendees have already applied for their desired roles, while others remain undecided. Task delegation within the core teams is due by **tomorrow (July 23, 2025)**.

1. **Finance**
   ● Alyra Santarin
2. **Operations**
   ● J-ynrodel Ramos
   ● Kendrick Zamudio - Logistics Coordinator
   ● Marco Dalanon - Logistics Coordinator
   ● Zyrus Alves - Venue Manager
      ○ Tasked to recruit internal officers from UPHSL for logistics.
3. **Relations**
   ● Kyle Evardome

    4. **Marketing**
- Elreen Aya De Guzman - Content Strategist
- Lewis Ocay - Social Media Manager
- Gwyneth Mae Hagos - Archives Officer

    5. **Workshop**
- Marc Daniel Enguero - Facilitator

- **Updated Time Flow for SCD**
  a. **Review of Revised Schedule**
     i. The SCD South calendar of activities will be moved up by one month, as SCD Mega Manila is scheduled for September 17. Consequently, publications for SCD South will begin on **September 21 and onwards**.
  b. **Coordination of tasks and checkpoints**
     i. The Marketing Department proposed revisions to the partnership packages:
        1. Gold package will have a longer duration than the Silver to highlight its distinction.
        2. Bronze package will now include a booth to help attract more sponsors.
     ii. Since the venue typically accommodates 4 booths but can be expanded to 6–7, and with an additional quad area available, it has been finalized that the event will allow a maximum of 15 booths. Gold partnership booths will be placed in the main venue, while the remaining booths will be located at the quad on the first floor.
     iii. Transportation needs should be communicated to the Finance Department.
     iv. Everyone is encouraged to use the community chats for suggestions and applications related to roles and tasks for the event.

- **Updates from AWS Cloud Club Philippines (AWSCCPH)**
  a. They suggested using the AWS Workshops site for the event's breakout sessions, recommending levels up to 100 since they cover the fundamentals.
  b. The Chief Technical Officers will manage the breakout session/workshop segment.

- **AWS-UPHSL Concerns**
  a. All manpower will come from AWS, and help is only needed from UPHSL for venue reservation.
  b. AWS requested to have a certification or recognition signed by UPHSLKSIQ.
  c. There are many power outlets available.
  d. A follow-up on the list of speakers is needed.

e. A few volunteers will be requested from UPHSL to assist AWS volunteers with the equipment.
f. The event will have a livestream operated by AWS.
g. UPHSL requires certain documents to reserve the venue.
   i. A list of speakers, guests, and panelists with pictures, names, descriptions, and vehicle plate numbers must be submitted.

PREPARED BY:

PAULA M. PAREDES
Executive Secretary, AWS LC-Spade