



## Meeting Minutes

Thursday, October 24, 2019

### Opening:

October 24, 2019, 17:50 at STC 2002

### Present:

- President: Dan Chaudhry
- VP Finance & Administration: Stanley Cen
- VP Marketing: Ashley Chan
- VP Outreach: Melanie Heins

### Absent:

- VP Events: Derek MacPherson

### Agenda

1. Private Session
  1. Internal Problem Solving
    - Action items introduced per meeting (proposed by Dan)
      - o Want to set deadlines for tasks.
    - One hour each week set out to do some work for the society.
      - o With respective coordinators and VP positions.
    - Organization seems rushed because of short notices for various events and announcements
      - o Suggestion: Schedule updates for events so they are published in a timely matter. A way to reduce miscommunication as well.
      - o VP Marketing in Charge, with assistance from coordinators and other VP's
  2. Gala Funding
    - Summary: 180 people. Waived the \$500 for extra room. Negotiated 4 course option with price of 3 course option (only if we choose steak). \$94.22 per person (LY\$89/person).
    - Will need to work on sponsorship as soon as possible.
    - Get the confirmation with Delta Hotel.
    - Sponsorship package starting next month so that we can ask for tiered sponsors for career day as well as gala as a combined sponsor.
    - Got \$450 from SciSoc.
    - Asking \$450 from ESS to match SciSoc

The University of Waterloo Aviation Society represents all aviation students at the University of Waterloo. With over 235 students currently enrolled, the UW aviation program is one of the most prominent and rapidly expanding in Canada.

3. Positions
  - Average two hours a week (including hourly meet-ups)
  - Events Coordinator
    - o Two coordinators
    - o Responsibilities
      - Reports to VPE
      - Helps form ideas with VPE
      - Assists with the operation of events
  - Marketing Coordinator
    - o Responsibilities
      - Reports to VPM
      - Assists VPM with creation of marketing material
      - Assists with maintenance of Website content
      - Assists with social media updates as needed
      - Assists with photography of events
  - Admin Coordinator
    - o Responsibilities
      - Reports to VPFA
      - Taking Meeting Minutes
      - Organizing Meeting Agenda
  - Industry Tours Coordinator (working title)
  - Resources Coordinator
  - Mentorship Coordinator
    - o Senior student
  - Executive Assistant
    - o Substitute for any of the executive team when workload is needed.
  - Merchandise coordinator
    - o Hoodies
2. Public Session
  1. Year rep position presentations and online voting next week
    - Representing the year and helping out with the society
  2. New Ideas
    - Creating an introductory pamphlet for new students. Resource coordinator?
      - o Updating a lot of out of date materials
    - Scholarship page on the Website
    - Aviation events (outside events) page on website
    - Pearson Tour
      - o GTAA, through Kearns
3. Action Items
  1. Set up weekly meet-ups by next week.
  2. Creating draft/tiers for sponsorship package (VPFA, P)

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#### 4. Motions

1. Motion to selecting the Delta Hotels as the venue for the Gala
- **Motion was passed** with the agreement of the President, VP Marketing, VP Outreach, and VP Finance and Administrative. VP Events was absent from meeting.

#### **Adjournment**

Meeting was adjourned. The next meeting will take place on October 31 at 18:30 at STC 2002.

Minutes submitted by:

Approved by: