



Meeting Minutes

Thursday, November 7, 2019

Opening:

November 7, 2019, 18:02 at STC 2002.

Present:

- President: Dan Chaudhry
- VP Finance & Administration: Stanley Cen
- VP Marketing: Ashley Chan
- VP Events: Derek MacPherson
- VP Outreach: Melanie Heins
- Executive Assistant: Zachary Montagnese
- Events Coordinator: Joy Wan
- Events Coordinator: Ashley Gellatly
- Marketing Coordinator: Edward Blake Puzon
- Industry Tours Coordinator: Matthew Morrison
- Mentorship Coordinator: Mohammad El-Shaer
- Administrative Coordinator: Justin Su
- Resources Coordinator: Sekwan (David) Oh
- Merchandise Coordinator: Jacob Hudspeth
- First Year Representative: Miranda Yuen
- Third Year Representative: John Koumarelas
- Fourth Year Representative: Tyler Walker

Absent:

- Second Year Representative: Nicholas Marnika
- Faculty Representative: Dr. Suzanne Kearns
- Alumni Coordinator: Jessalyn Teed

Agenda

1. Items to Discuss
 1. Announcements
 - Collaborative efforts document with Women in Aviation
 2. Introductions
 - Announcement of Positions
 3. Executive Updates
 - President
 - VP Finance and Administrative: Completed the sponsor package for Gala
 - VP Marketing: Currently working on a video project for the program and business cards for the executives

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.

- VP Events: Potential Holiday party on November 30th with Women in Aviation and Winged Warrior to be held at Wing's Café
- VP Outreach: Arrangement of a tours of WestJet's operation. 10 members from the society and 10 members from Women in Aviation will participate
- 4. Career Day
 - Potentially taking place on the third/fourth week of January on a Friday from 10:00AM to 4:00PM at QNC atrium and QNC0101
 - Schedule similar to previous year with professional photoshoot (at EV2), resume critique/interview presentation, industry professionals' panel, alumni panel, and meet and greet session with alumni
 - Information booth from airlines (sponsorships), WWFC, Women in Aviation Society, WWFC, and potentially Science Society and Environment Society
 - Recommendations and suggestions:
 - o Signs to be made by Ashley (VP Marketing) and Blake (Marketing Coordinator) to assist guests with finding the event locations
 - o Coat check only available for speakers and alumnus
 - o Use blockers to coordinate the flow
- 5. 2020 Aviation Gala
 - May 8th, 202 at the Delta Hotel in Uptown Waterloo
 - Limited to 180 people, with 18 tables available
 - Scheduled to begin with reception. Open bar area for stand-up socialization will be available in a separate room

[Recess – 3 minutes. Session restarted at 18:45]

- Video of UW Aviation Society pictures, Grad photos, and events photo was shown
- Recommendations and suggestions:
 - o Compilation of photos and landscape videos (~10 seconds) for video
 - o Photos and videos should be sent to info@uwaviation.com
 - o Provide table information during registration
 - Ryan (Volunteer) suggested the use of electronic display to display table location during sign-in
 - o Julia (Volunteer) will perform on the piano at the lobby of the venue
 - o Nametag of guests will have table number written
 - o Trivia on name card (at the table) to encourage socialization
 - o Meal in a box for guests observing Ramadan
- 6. End of Term Social Event
 - See "VP Events" section for details
- 7. Photoshoot for Executives and Coordinators
 - Set to take place before or after the next meeting
 - Specific date will be discussed between Executives and Coordinators
 - Dress: uniform or white dress shirt

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8. Attendance Policy for Events
 - Some students have not attended events they RSVPed for and the Aviation Society had to pay out of pocket to cover these students
 - Suggestions on minimizing future occurrences:
 - o Reminder and warnings about commitment
 - o Cross reference data with different events
 - o Send out reminder and confirmation emails prior to the event
 - o Zero tolerance policy for industry tours if no-show was to occur.
 9. Event Improvement Ideas
 - Section covered in previous topics
 10. Renaming of the Executive Assistant Position
 - To be discussed in the next meeting
2. Motions
 1. Motion to Appoint the above listed attendees to their respective support positions
 - **Unanimously passed** by all voting members. All coordinators and representatives are officially appointed to their respective positions:
 - o Executive Assistant: Zachary Montagnese
 - o Events Coordinator: Joy Wan
 - o Events Coordinator: Ashley Gellatly
 - o Marketing Coordinator: Edward Blake Puzon
 - o Industry Tours Coordinator: Matthew Morrison
 - o Mentorship Coordinator: Mohammad El-Shaer
 - o Administrative Coordinator: Justin Su
 - o Resources Coordinator: Sekwan (David) Oh
 - o Merchandise Coordinator: Jacob Hudspeth
 - o First Year Representative: Miranda Yuen
 - o Second Year Representative: Nicholas Marnika
 - o Third Year Representative: John Koumarelas
 2. Motion to Appoint Tyler Walker as Fourth Year Representative
 - **Unanimously passed** by all voting members and fourth year students present at the meeting. Tyler Walker is officially appointed as the Fourth Year Representative.
 3. Motion to Appoint an overseer to info@uwaviation.com account
 - Justin (Administrative Coordinator) was appointed to oversee the account without voting.
 3. New Business
 1. The recommendation of creating a discussion forum was brought up by Mohammad (Mentorship Coordinator) to allow students to ask questions. This has been discussed and instead of creating a discussion forum, any questions can be sent to info@uwaviation.com instead.

2. The recommendation of starting an Extended TA session was suggested by Dan (President). There will be plans of having a review session for each year and an orientation session for first year students. Further planning will be discussed in the next meeting.

Adjournment

Meeting adjourned at 19:32. Next meeting will be on Thursday, November 14 at 18:00 at STC 2002.

Minutes submitted by: Justin Su, Administrative Coordinator

Approved by: Dan Chaudry, President

Stanley Cen, Vice President of Finance and Administration