



## Meeting Minutes

Thursday, February 6, 2020

### Opening:

Meeting was opened at 09:40 in EV3 4327

### Present:

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

### Absent:

- Faculty Representative: Dr. Suzanne Kearns
- Alumni Coordinator: Jessalyn Teed
- Executive Administrator: Zachary Montagnese
- Mentorship Coordinator: Mohammad El-Shaer
- First Year Representative: Miranda Yuen
- Second Year Representative: Nicholas Marnika

### Agenda

1. Announcements
2. Items to Discuss
  1. Career Day Debrief and Feedback
    - Good to have a pure networking event
    - Suggestions for Future:
      - o Spread out the use of space and allocate more time for the Career Fair
      - o Reduce the number of prepared questions and only use them to guide the conversation if needed
      - o Have students submit their questions beforehand and go into live questions if these selected questions run out
      - o Run panel and Career Fair concurrently

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.

- Shorter introductions for employers to allow more time for the panel
- Rent or purchase a timer clock to allow panelist to see how much time they have to answer questions
- Have more signage for food and to block off event area
- Create lineups for food to help with levitate with overall movement
- Better registration method as some people were turned away because the registration was full (approximately 40-50 people did not show up)
- Have people register for the photoshoot and then allocate time
- Potentially integrate photoshoot with the main event
- Potentially change location to E7
  - Have the panel in the main area and career fair in the lower floor
  - Renting in advance may make the rental free
  - Fees for venue would go towards renting chairs and setting up stage
  - Parking would be easier and more convenient for guest
  - Set up would be more difficult and potentially take longer
- Ask the guests for feedback on their thoughts on how the event was ran
- 2. Mentorship Program
  - A limited mentorship program currently worked by Mohammad and Zachary
  - Guidelines have been made:
    - Trial run will be initiated this year
    - Target approximately 50-60 people
    - Third/Fourth year students will be pair with first year students
    - First year students who have signed up must take advantage of this program
    - Third/Fourth year students who are mentors would have an alumnus as a mentor
  - Mentorship program to be integrated with outreach groups in AVIA 100 → collaboration between the aviation society and the faculty
  - The purpose of this mentorship program is to instill the idea of collaboration and help over competition
  - A set of rules would be released to indicate what is allowed and what is not allowed
  - Potentially one meeting per term and encouragement to meet outside the meetings
- 3. Merchandise
  - Cost for sweater is over \$70
    - Invite the sweater designer to next week's meeting to find a compromise between the design and cost
  - Concurrent order for Remove Before Flight tags, hoodies, and stickers
  - Orders and money to be collected after Reading Week
  - Talk to UW Recruitment about purchasing tags and stickers

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- Potentially create a package deal
- Money raised from this event will go towards the mentorship program
- 4. Office Space
  - Attempting to look for an office space for the society
    - o Mostly working through the Science side
  - Dr. Kearns is currently looking for research space and we may potentially get some space in the research facility as well
- 5. Marketing
  - Branding materials to be sent to the Science Society to increase exposure
  - Branding standardization would create a unified branding for future years
- 6. Gala Preparation
  - Plans to create a Snapchat filter for the event
  - Rental of lights, spotlights, and curtains will be needed as well
  - Remove filming from the event
  - Include a small booth to sell merchandises at the Gala
- 3. Motions
  1. Motion to establish Technical Coordinator position and appoint Ryan Taylor to this position
    - **Unanimously passed** by all voting members. The Technical Coordinator position was officially created and Ryan Taylor was officially appointed to this position.
- 4. New Business
  - No new businesses were brought up during this session

### **Adjournment**

Meeting was adjourned at 10:59. Next meeting will be on February 13, 2020 at 09:30 in EV3 4327.

Minutes submitted by: Justin Su, Administrative Coordinator

Approved by: