



Meeting Minutes

Thursday, September 19, 2019

Opening:

September 19, 2019, 18:30 at EV1 221

Present:

- President: Dan Chaudhry
- VP Finance & Administration: Stanley Cen
- VP Marketing: Ashley Chan
- VP Events: Derek MacPherson
- VP Outreach: Melanie Heins
- Guest: Natalie Smith, President of Winged Warriors

Absent:

No members were absent from the meeting

Agenda

1. Items to Discuss

1. Announcements

- Future meetings will be from 18:00 to 19:00
- New meetings (following October) will take place in a different room

2. Review Executive Rules

- Signing authority is limited to President, VP Outreach, VP Finance & Admin
- VP Outreach, Melanie Heins
 - o Outreach project: possibly having volunteers going out to schools to widen aviation program and awareness.
 - This would be on top of Dr. Kern's Outreach Project.
 - o Possibly take on some tours and assist with events. (Dan suggested; mel agrees)
- VP Events, Derek MacPherson
 - o Planning and organizing Networking and Social events
 - o Possibly run more social events. Good examples from last year include career day and gala.
 - Plans to expand all social events last year.
 - Would like to see more casual events. Trivia, etc...
 - o Working through Instagram and Facebook to promote events (shared/helping with VP Marketing)
 - o Budgeting is coordinated with VP Finance

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 Marketing, Ashley Chan
 - o Social media and websites
 - Updating website more often with study resources.
 - o Working together with VP Events to promote all different types of stuff
 - o Working with VP Finance for budgeting in Marketing.
- VP Finance and Admin, Stanley Cen
 - o Taking meeting minutes and meeting agenda
 - Might delegate to others
 - o All files and administrative works
 - o Cheques to WUSA are files correctly
 - o All funds coordinated with WUSA
- President, Dan Chaudhury
 - o Working closely with all VP
- 3. Annual Budget
 - Remained generally the same as last year
 - Website cost increase from LY (loss of first-time discount)
 - Social events to be student paid/ticketed. Not out of budget
 - Career day will be the larger expense for first half.
 - o Replicate event with slightly larger budget for larger audience
 - o Possibly do more with other flight schools around the area // Thomas in Brampton Flight Center (Suggested by Derek)
 - o Bleachers in QNC cost \$150 for "labour"
 - o Can book off atrium for tables/booths. Pizza and coffee/tea can be in that large space as well.
 - Gala Budget changes
 - o Expect an increase in attendance.
 - o Expecting 180-200 Students
 - Attempting to keep Price per Attendee the same
- 4. Winged Warriors
 - President: Natalie Smith
 - Possibly collaboration event: near the end of November
 - o Possibly open up even to everyone at the Flight Centre
 - o AvSoc can't spend money on people outside of the Club (Dan)
 - o Each society would be financing for their own respective members
 - o Cost TBD. Event details TBD.
 - o More geared towards fun and social event rather than a formal event.
 - o Expect approximately 100 people to show up
 - o Each attendee will be paying for themselves.
- 5. Social Events 2019/2020
 - Finding a way to run more casual events
 - o Trying to just run more frequent dinner events almost weekly
 - Liability insurance for off-campus events (\$1,000,000)

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- A ton of forms to fill out for a legitimate WUSA off-campus event
- Fall term Social Event
 - Most likely bowling again.
- Career Day
 - LY: 140 attendees. Expect more than 180 attendees for this year
 - Most probably in QNC
 - During the week. Not a weekend
 - Panel is always dynamic. No real worries in having repeats.
- Gala
 - Delta Hotels by Marriott Waterloo
- 6. Website
 - Adding one-pagers to the website resources
 - Updated resources
 - Adding more study resources
 - Foreflight discount
- 7. Support Positions
 - Two event coordinators (Derek)
 - Marketing and Website Coordinator (1 or 2 people)
 - Business Cards: one card for the whole society
 - Administrative Coordinator (one person)
- 2. Motions
 1. Motion to approve the budget
 - Unanimously approved by all voting members. **Motion has been passed.**
 2. Motion to approve elections for year representative positions
 - Unanimously approved by all voting members. **Motion has been passed.**

Adjournment

Meeting was adjourned. Next meeting will be on September 26, at 18:00 at STC 2002.

Minutes submitted by:

Approved by: