



Meeting Minutes

Thursday, November 28, 2019

Opening:

November 28, 2019, 18:04 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 Administrator: Zachary Montagnese
- Events Coordinator: Joy Wan
- Events Coordinator: Ashley Gellatly
- Marketing Coordinator: Edward Blake Puzon
- 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:

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

Agenda

1. Announcements
 - Meeting time for 2020 have not been decided and will be announced soon
2. Items to Discuss
 1. Executive Updates
 - President
 - o Currently working on sponsorship package with VP Finance and Administration
 - o Working with VP Events on Review Day
 - VP Finance and Administration
 - o Currently working on sponsorship package with the President and UW Communications team
 - VP Marketing
 - o Currently working on marketing materials and website design

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
 - o Finalizing planning for Sunday's review event; rooms are booked and organized
 - o Requires volunteer to get food from E7 to STC
- VP Outreach
 - o Successful tour of WestJet facilities
 - o No tour scheduled for 2019 → working on tours for 2
- 2. Ground School Study Session and End-Of-Term Meetup Dinner
 - Marketing material for event has been distributed
 - Marketing team has created signages for the event
 - Three sessions held concurrently: First Year Intro, CPL Review, IFR Review
 - o First year: forces of flights, radio, how to start aircraft, radio phraseology, items to buy for January
 - o Second year: practice questions, specifically air law. Meteorology test review
 - o Third year: assignment questions for approach ban and working through IFR notebook
 - Dinner:
 - o Marketing for 25% discount at the Mongolian Grill
 - Snacks for approximately 120 attendees (coffee, tea, donut, and cookies)
 - Social media posts will be made for each session
- 3. Resources
 - President, VP Finance and Admin, and Resource Coordinator working to improve the Resource section for First Year students
 - Uploading/Include the following to the website:
 - o Checklists for WWFC aircrafts
 - o Two different types of Seminole POHs and chase charts
 - o One pager templates for student personalization
 - Potentially a quick reference sheet instead ([sample](#))
 - Multi-page templates to help guide students
 - o Links to UW academic calendars
 - o Studies skills related to Aviation PowerPoints
 - o List of aviation apps for phone
- 3. Motions
 - No motions were voted on for this meeting.
- 4. New Business
 - Merchandises
 - o Currently working on stickers and hoodies
 - Winner of hoodie design contest would receive a free hoodie
 - Discuss where the hoodies will be made and cost in future meetings
 - Hoodie cannot have University of Waterloo Logo or else we will have to order through the W Store
 - o Work with companies like for discounts
 - Currently, we have a discount for Foreflight (refer to UW Aviation Society Website for details)
 - Potential companies to ask: Garmin Pilots, Bose, Lightspeed, David Clark, Hammonds Aviation, and other pilot supply chains

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- Save the Date!
 - o Career Day: January 31, 2020
 - o Aviation Gala: May 8, 2020

Adjournment

Meeting was adjourned at 18:36. Next meeting will be determined at a later time.

Minutes submitted by: Justin Su, Administrative Coordinator

Approved by: