



Meeting Minutes

Thursday, October 31, 2019

Opening:

October 31, 2019, 18:30 at STC 2002

Present:

- President: Dan Chaudhry
- VP Finance & Administration: Stanley Cen
- VP Marketing: Ashley Chan
- VP Events: Derek MacPherson
- VP Outreach: Melanie Heins (via. Conference Call)

Absent:

No executive members were absent from this meeting

Agenda

1. Items to Discuss
 1. Announcements
 - Chris Hadfield Lecture
 - Volunteers are needed for fall open house on Saturday, November 2
 2. Introduction
 - Brief overview of the society and what we do
 - What type of club (WUSA) the society is a part of
 - The types of events that we do every year
 - Introduction of our resources
 3. Positions Available
 - 2 Events coordinator
 - o Helping plan and execute events
 - 1 Marketing coordinator
 - o Creating social media content
 - o Photography
 - o Graphic design
 - 1 Administrative Coordinator
 - o Helping internally with information
 - 1 Industry Tours coordinator
 - o Assists with organizing and planning industry tours
 - o Assists ensuring positive industry relations for the society

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.

- 1 resource coordinator
 - o Reports to VPFA
 - o Creating aviation and flight specific resources
 - o Organizes, complies, and distributes external resources
- 1 Executive Assistant
 - o Assists with VP's roles whenever help is needed
 - o Represents society at external meetings, as needed.
- 1 Mentorship coordinator
 - o Reports to President
 - o Creates and oversees organized mentorship program
 - o Oversees the mentorship program
- 1 Merchandise coordinator
 - o plans, designs, and orders society merchandise
 - o Reports to VP marketing and VPFA

Adjournment

Meeting was adjourned at 19:30. The next meet will take place on November 7, 2019 at 18:00 at STC 2002

Minutes submitted by:

Approved by: