



Meeting Minutes

Thursday, November 21, 2019

Opening:

November 21, 2019, 18:00 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
- 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
- Second Year Representative: Nicholas Marnika
- Third Year Representative: John Koumarelas (Arrived Late)
- Fourth Year Representative: Tyler Walker

Absent:

- Faculty Representative: Dr. Suzanne Kearns
- Alumni Coordinator: Jessalyn Teed

Agenda

1. Items to Discuss
 1. Executive Updates
 - President
 - o Currently working on sponsorship package with VP Finance and Administration
 - o Assisting with the Ground School study session with VP Events. STC being booked
 - VP Finance and Administration
 - o Currently working on sponsorship package with the President
 - VP Marketing
 - o Currently designing business cards and designing merchandise
 - VP Events
 - o Planning Ground School study session and Dinner with the President

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 Outreach
 - o WestJet tour on Monday, November 25, 2019.
- 2. Ground School Study Session and End-Of-Term Meetup Dinner
- December 1st, 2019
- Request for booking STC 0040, 0050, and 0060 submitted
- Review session for AVIA 203 (CPL) and AVIA 306 (IFR). First year students will receive an intro to flying session
 - o From 14:30 to 18:00; approximately 1 to 1.5 hours for review, and the remaining for questions
 - o Fourth year students to help with IFR and third year students to help with second year (swapped after 15-20 minutes)
 - o First year students will be able to ask questions about aviation. The following will be covered:
 - Where to get weather
 - Pre-flight planning
 - Cessna 152 and 172 introductions → interior and basic systems
 - Cockpit image and checklists
 - Airport diagram for CYKF
 - Basic radiology
 - All materials will be posted on the website
- Cookies, donuts, and coffee will be offered by Engineering 7 (C&D) – approximately \$200 from budget
 - o 2 to 3 volunteers to help pick up the snacks at 14:00 and return the carts back
- Estimated 80-120 students attending
- End-of-term meetup dinner at the Mongolian Grill at a discounted rate at 18:30
 - o Year representatives will be marketing out the event
 - o Marketing teams will make posters to promote the event
- 3. Career Day
- QNC 0101 to be confirmed (booked for \$240.00). Atrium to be confirmed.
- Will occur on Friday, January 31, 2019
- Photos to occur in the morning → Resource Coordinator to assist with flow management and gathering contact information
- Marketing team to create signage, posters, and maps for EV2 studio and QNC
- An industry panel will occur in the afternoon
- Pizza and information booths to occur near the end of the event → opportunities to network with industry will be available
- Currently looking for student photographer to assist in taking pictures during the event. Photographer will be paid \$15.00/hour and will need to work for approximately 3 hours.
 - o Photographer must have their own camera and equipment.
 - o Interested candidates to contact Derek (VP Events)
- Marketing team to contact UW Communications to advertise event on UW media channels → have attending companies tagged
- Outreach to companies through sponsorship package
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4. Merchandise
 - Sweater design submissions to be posted before the end of the week
 - Remove Before Flight tags will be shipped from the States and will require additional oversight before approval
 - o Tentative: tags to be distributed to UW Recruitment centre and WWFC Pilot Shop
 - o Suggestion: removal of the work "SOCIETY" from the tag
 - Business card design was reviewed
 - o Printing at UW would be completed on the day of the order
 - o Purchasing online allows the design to be kept but will take a long time for the business cards to be printed and shipped
 - Merchandise recommendations:
 - o Socks
 - o Laptop Stickers
 - o Tie clip
 - o Tie
 - o Pens
 - o Lanyards
 - o Hats, toques
2. Motions
 - No motions were voted on for this meeting.
3. New Business
 - No new businesses were brought up during this session.

Adjournment

Meeting was adjourned at 18:37. Next meeting will be on Thursday, November 28, 2019 at STC 2002.

Minutes submitted by: Justin Su, Administrative Coordinator

Approved by: