



Meeting Minutes

Thursday, November 14, 2019

Opening:

November 14, 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 Assistant: Zachary Montagnese
- Events Coordinator: Joy Wan
- Events Coordinator: Ashley Gellatly (Arrived Late)
- 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 (Left Early)
- Third Year Representative: John Koumarelas (Arrived Late)
- Fourth Year Representative: Tyler Walker
- Faculty Representative: Dr. Suzanne Kearns

Agenda

1. Items to Discuss
 1. Dr. Kearns' Update
 - Introduction of Aviation specialization for non-aviation/non-flying students
 - o Available Sept, 2020
 - Increase aviation research within the University to strengthen the aviation program
 - o Cross faculty research
 - o Potential research project requiring aviation students to participate in
 - Potentially purchasing an ALSIM for aviation research practices
 - o Will be opened up to students for practice when not used for research
 2. Executive Updates
 - President
 - o Getting sponsorship package ready
 - o Delta Hotel contract finalization with venue reservation confirmed

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 Finance and Administration
 - o Sponsorship package
 - o Getting merchandise up and going
 - o Women and Aviation yearbooks, scholarships
- VP Marketing
 - o Business cards completed
 - Approximately 500 cards, 100 card/exec.
 - o Working for sponsorship package cover
 - o Merchandise: hoping to get it out by January
 - Hoodies, Remove Before Flight tag
 - Design submissions from students will open up for voting.
- VP Events
 - o Currently planning end of year event
 - o Career Day: QNC no reply for booking
- VP Outreach
 - o Organizing WestJet operations tour
 - o 20 attendees in total, 15 from UWAS, 5 from Winged Warriors
 - Students will be selected equally from all years
- 3. Holiday Event
 - Event to take place on Sunday, December 1 on campus for a few hours
 - TA will be available for different sessions
 - o Practice questions and group studying for respective years to prepare for midterm
 - o First year students will receive an introduction session to flying
 - Ideal location in QNC, EV3, or STC
 - Event will begin with a study session and then a meal at a local restaurant
 - o Refreshments will be provided during the review session, with a required budget of approximately \$200.00
- 4. Career Day
 - Photo studio can only be booked for three hours. Request for booking extension through faculty member
 - Session with Alycia will be hosted at a separate room
 - o Recommendation on talks by Dr. Kearns:
 - Shaking hands, not being dumb online
 - Resume
 - Interview skills
 - LinkedIn
 - Sessions can also be integrated in Dr. Kearns's classes
 - Total time approximate 1-2 hours depending on sessions. Have transitions to allow students to exit before a session begins
- 5. 2020 Aviation Gala
 - Delta Hotel in Downtown Waterloo booked
 - Awards
 - o Gag awards and academic awards

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- Community awards or spirit awards with certificates
- Teaching Assistants or Year Reps would nominate people for awards
- Too many awards were given out in the previous Gala
- Change gag awards to “humanize” the event
- Create a gap between the academic awards and spirit awards to allow mood change
- Potential scholarships to be decided by faculty members with donors deciding the criteria
- Suggestions for event improvement
 - Photo booth for photos with golden balloon saying “AVIATION”
 - Student picture wall to show sponsors our fun side
 - Live band during dinner (to be determined during site visit)
 - Door prizes for ticket entrance to attendees interested
 - Gag awards instead of gifts during transition?
 - Potentially have students play the piano
 - potentially require RCM/equivalent requirement to prevent damaging the piano?
- Sponsorship package to be sent out at the end of the month latest
- Invitees:
 - A leader in aviation and a politician/government leader
 - NavCanada representative, an astronaut, and a GTAA representative
 - Members from NavBlue or Jeppesen
 - Aviation influencer
- 6. Merchandise Update
 - Some hoodies from last year were not paid during pick up
 - To prevent this, there will be financial changes for merchandising
 - Advance payments for orders first
 - Payments will go directly to WUSA
 - Dan (President), Stanley (VP Finance and Admin), and Ashley (VP Marketing) are the only one authorized to collect money
 - Merchandising and hoodie orders would be approved after money from previous year has been recouped
 - Design challenge for hoodie design; tentative date for ordering in mid-January
- 7. Time Establishment for Photoshoot
 - Executives, Coordinators, and Year Reps to have photos taken before and after next week’s meeting
 - Dressed in uniform or white dress shirt with tie
- 8. Renaming of the Executive Assistant
 - Potential change to Executive Administrator as recommended by Zachary (Executive Assistant). Motion to vote on the name change to take place today
- 9. Collaboration with Winged Warriors
 - Drafting of MOU that outlines collaboration:
 - For all events, there will be 75% of attendees from Aviation Society and 25% from Winged Warriors
 - Aviation Society will oversee outreach
 - Wing Warriors Funding: integrated into sponsorship package

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- Establishment of position to represent Wing Warriors in Aviation Society meetings and Aviation Society in Wing Warriors meeting
2. Motions
- Motion to grant Miranda Yuen permission to officially represent the Aviation Society at Winged Warriors meetings when the President is unavailable to do so
 - Motion was **unanimously passed** by the voting committee
 - Motion to approve Society Marketing/Business Cards funding
 - Motion was **unanimously passed** by the voting committee. The funding has been approved; however, the design will be finalized in future sessions
 - Motion to approve Holiday Event and Review Session funding
 - Motion was **unanimously passed** by the voting committee
 - Motion to rename Executive Assistant position to Executive Administrator
 - Motion was **unanimously passed** by the voting committee
3. New Business
- WestJet Tour
 - Time to be confirmed; would almost be a full day event in Toronto
 - Registration through UW Aviation Society website
 - 15 students available from UW Aviation Society to attend
 - Spot allocation selected based on voting:
 - **Equal spots per year: 4/4 executives, 11/17 members**
 - Ratio based on year population: 7/17 members
 - TAs for AVIA100
 - Preference between graduate level TAs (non-aviation) or senior undergraduate TAs (aviation studies)
 - Potentially have Aviation Society recommend TAs for AVIA 100?
 - Most students prefer to have aviation studies students as TA to create more conversations
 - Splitting tutorials between different interest?
 - Social Media Contents
 - Posts are currently for event advertisements
 - Would like more posts to be made:
 - General flying photos
 - Pilot duck photo
 - Plane facts/interesting things (eg. First Solo Fridays)
 - Photo contest (Views of the Week)
 - Move towards alumni and prospective student outreach

Adjournment

Meeting was adjourned at 19:53. Next meeting will be on Thursday, November 21, at 18:00 at STC 2002.

Minutes submitted by: Justin Su, Administrative Coordinator

Approved by: Stanley Cen, Vice President of Finance and Administration

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