



York Chapter

Minutes of the Executive Meeting

Held on Thurs, November 7, 2013 at the Markham Convergence Centre, 7271 Warden Avenue, Markham, ON L3R 5X5

Meeting Chaired by: Dennis Woo, P.Eng.
Recorded by: Daniel Liao, P.Eng.

<p>Executives Present: Dennis Woo, P.Eng. (Chair) Daniel Liao, P.Eng. (Secretary) Paymon Sani, P.Eng. (Director – Education) Rick Vender, P.Eng. (Director – Programs) Liz Daher, P.Eng. (Director – Awards & Recognition) Bill Luo, P.Eng. (Deputy Director – Certificate) Ed Fung, P.Eng. (Director – GLP/Business Liaison) Gordon Ip, P.Eng., F.E.C. (Vice-Chair) Vikas Thakur, P.Eng. (Director – Mentoring/EIT)</p>	<p>Executives Absent: Annabelle Lee, P.Eng. (Director – Certificate) Sarah Jin, P.Eng., F.E.C. (Past-Chair) Fiona Leong, EIT (Director – Communications) Patrick Yeung, P.Eng. (Treasurer)</p>
<p>Volunteer Members Present: Paul Chak, P.Eng. Don Eng, P.Eng. Matthew Xie, P.Eng. Charona Venkatasamy, P.Eng. Kam Leong, P.Eng., F.E.C.</p>	<p>Chapter Members and Guests from other PEO Raguram S., CET Howard Huang, EIT Maryam Eyvazi, P.Eng. Sadaf Saebi, EIT</p>

Item	Description	Action
Intro 6:55 pm	<ul style="list-style-type: none"> Dennis Woo called the meeting to order at 6:55 p.m. 	
1.0 Agenda Approval 6:55 pm	<ul style="list-style-type: none"> Motion to approve agenda by Ed Fung and seconded by Rick Vender. 	Info.
2.0 Approval of Minutes 7:00 pm	<ul style="list-style-type: none"> The minutes from the previous meeting were reviewed and corrections were noted. Motion to adopt minutes of Oct 3rd, 2013 as amended by Rick Vender and seconded by Gordon Ip. 	Info.

<p>3.0 Chair's Report (Dennis Woo) 7:05 pm</p>	<ul style="list-style-type: none"> • Executives need to send committee reports to Fiona as soon as possible for compilation of newsletter • While successfully executed and well-received, cost was an issue with the previous golf tournament. • A team/committee should be appointed to oversee golf tournament planning, including fundraising • Chapter can sponsor interested executives to attend Chapter Leaders Conference (Max. 2) 	<p>Info.</p>
<p>4.0 OSPE Update and Miscellaneous Discussions 7:10 pm</p>	<ul style="list-style-type: none"> • No new updates • Roundtable introductions • Kam briefs the group on the election process for the 2014-2015 executives • Interested volunteers should contact Kam Leong (email: kleong98@gmail.com) along with 2 references from P.Eng.'s in good standing before the end of January, 2014 	<p>Info.</p>
<p>5.0 Programs Committee Report (Rick Vender) 7:15 pm</p>	<ul style="list-style-type: none"> • Rick is planning events for well into 2014 • Mentoring program, which could lead to certification, was introduced, and the cost structure was discussed. 	
<p>6.0 Communications Report (Fiona Leong) 7:20 pm</p>	<ul style="list-style-type: none"> • Update was provided as per agenda slides. 	<p>Info.</p>
<p>7.0 Certificate Committee Report (Bill Luo) 7:25 pm</p>	<ul style="list-style-type: none"> • Venue booked for February 22, 2014 • Cost will likely be the same • Office for AGM will need to be booked • All P.Eng.'s and EIT's are invited to attend the AGM • Politician guests invitees were discussed. Possibilities – Markham mayor and/or councillors 	<p>Info.</p>
<p>8.0 Awards Committee Report (Liz Daher) 7:35 pm</p>	<ul style="list-style-type: none"> • 1st "Distinguished Volunteer" has been identified and contacted • Website content for EPOTY award has been updated • The selected winner will be confidentially notified before the CPC • Please Tweet/Facebook/LinkedIn to raise awareness for the award and to solicit applications • Press release will be made by the Chapter • Next few weeks will consist of outreach 	<p>Info.</p>
<p>9.0 Financial Report (Dennis Woo) 7:55 pm</p>	<ul style="list-style-type: none"> • Financials presented by Dennis Woo in Patrick Yeung's absence • The Chapter stands to receive \$3,360 in reimbursement from HQ for the Fall CPC • Bank account, including balance, was reviewed and approved by all 	<p>All Chairs</p>

10.0 Education Committee Report (Paymon Sani) 8:20 pm	<ul style="list-style-type: none"> • Seeking volunteers for November 16th Mathletics Competition – event is sold out • Project charter for Mathletics has been developed • Design Challenge planning is in-progress • Rick provided updates on his Engineering in the Classroom outreach session • Interested volunteers for either Mathletics, EIC, or Design Challenge should send an email to Paymon (education@peoyork.com) 	Info.
11.0 GLP/Business Liaison Committee Report (Ed Fung) 8:30 pm	<ul style="list-style-type: none"> • Queen’s Park Reception was attend by Ed and Dennis • Frank Klees won the MPP award at the reception as a result of Kam Leong’s support and the Chapter’s nomination 	Info.
12.0 Mentorship/EIT Committee Report (Vikas Thakur) 8:40 pm	<ul style="list-style-type: none"> • Recently a webinar was held on preparation for the PPE 	Info.
13.0 Other Business 8:45 pm	<ul style="list-style-type: none"> • None to report 	Info.
14.0 Adjournment/ Next Meeting 9:00 pm	<ul style="list-style-type: none"> • Motion by Vikas Thakur and seconded by Gordon Ip to adjourn the meeting. The meeting was adjourned at 8:15 pm • Next meeting will be held on Thursday, December 5th, 2013 at 6:30pm at the Markham Convergence Centre. 	All to Note

Cc. All Executives/Present, East Central Regional Councillors, Chapter Manager