



York Chapter

**Minutes of the Executive Meeting**

Held on Thursday, Oct. 13, 2016 at Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5

Meeting Chaired by: Gordon Ip, P.Eng.

Recorded by: Sarah Jin, P.Eng.

<b>Executives Present:</b> Gordon Ip, P.Eng. (Chair) Patrick Yeung, P.Eng. (Vice-Chair) Sarah Jin, P.Eng. (Secretary) Annabelle Lee, P.Eng. (Treasurer) Ed Fung, P.Eng. (Business Liaison Director) Elmer Ting, P.Eng. (Mentorship & EIT Director) Lui Tai, P.Eng. (Education Director) Russ Couprie, P.Eng. (Certificate Director) Fiona Leong, EIT (Awards & Recognition Director) Paymon Sani, P.Eng. (Scholarship Director)	<b>Absent:</b> Rick Vender, P.Eng. (Program & WIE Director) Daniel Liao, P.Eng. (GLP Director) Dennis Woo, P.Eng. (Past-Chair)
<b>Committee &amp; Chapter Members Present:</b> Terence Tsang, David Sanz Kam Leong, P. Eng. Matthew Xie, P. Eng. Frank Chen Gallant Ng,	<b>Guests from other PEO Chapters</b>

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>Gordon called the meeting to order. Time: 7:10 pm.</li> <li>Round of introduction of attendees</li> <li>Motion to approve agenda was motioned by Ed and seconded by Lui. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info.  Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> <li>Reviewing Minutes from Sep 8 Time: 7:10 pm.</li> <li>Motion to adopt minutes was moved by Russ and seconded by Lui. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info.  Decision
3.0 Chair's Report (Gordon Ip)	<ul style="list-style-type: none"> <li>Coverage on Roles Discussion               <ul style="list-style-type: none"> <li>Each committee executive should have a backup person while he/she is away for vacation or not available for the duty</li> </ul> </li> <li>Chapter Invitation Guidelines               <ul style="list-style-type: none"> <li>Effective Jan./Modified March 2016 from PEO</li> </ul> </li> <li>Chapter By-Law #1 Modification?</li> <li>New venue for Chapter Monthly Meetings               <ul style="list-style-type: none"> <li>Nov. and Dec. will be in MCC; in 2017, Matthew Xie will select a new venue for chapter</li> </ul> </li> <li>Chapter Leaders Conference Nov. 21, 2016</li> </ul>	Info  Note

4.0 Vice-Chair's Report (Patrick Yeung)	<ul style="list-style-type: none"> <li>In Chapter web site, Matthew Xie suggested that each executive have a picture next to their name, a short bio next to them. <ul style="list-style-type: none"> <li>Russ Couprie volunteer to coordinate with all executives and prepare standized bio</li> </ul> </li> <li>Chapter's hard drive will contain video and photos of past CPC Events</li> <li>Chapter's mailing address in Chapter web site. <ul style="list-style-type: none"> <li>Sarah provided to Lui Tai and Patrick Yeung after meeting</li> </ul> </li> </ul>	Info
5.0 Financial Report (Annabelle Lee)	<ul style="list-style-type: none"> <li>Review of estimated expenses until the end of the year Includes modification to budget made from last meeting, the Chapter should end the year in good terms</li> <li>Discuss potential to mailing out the newsletter this year before bi-law approved by AGM</li> <li>balance sheet, P&amp;L and Budes vs. Actual, Motion to approve Balance Sheet and P&amp;L was motioned by Paymon and seconded by Sarah. Motion unanimously approved with no opposed and no abstains. MOTION CARRIED.</li> </ul>	Info  Note  Decision
5.1 Communication Report (Annabelle Lee)	<ul style="list-style-type: none"> <li>Annual Newsletter</li> <li>Each committee, please submit a few paragraph and pictures highlighting various events this year <b>DUE: Oct 13, 2016</b></li> </ul>	Info  Decision
6.0 Certificate Committee Report (Russ Couprie )	<p><b>Fall ceremony scheduled for Sat, Sept 24</b></p> <ul style="list-style-type: none"> <li>Attendance: 160 people 55 of 65 certificate recipients (85%) 3 of 3 Scholarship recipients 72 guests of above 30 execs, volunteers and invited special guests</li> </ul>	Info
7.0 Program Committee Report	<ul style="list-style-type: none"> <li>Very busy, events are arranged up to Jan. 2017</li> </ul>	Info
7.1 Women In Engineering	No report	Info.
8.0 Awards & Recognition Committee Report (Fiona Leong)	<ul style="list-style-type: none"> <li>No report</li> </ul>	Info
9.0 Education Committee Report (Lui Tai)	<ul style="list-style-type: none"> <li>Weekly meeting on preparation of Mathletics</li> <li>As of Oct 12, 21 jrs and 28 srs have registered.</li> <li>MPP Chris Ballard agreed to be VIP for opening remarks (Thanks Daniel and Hannah)</li> <li>AMD will be title sponsor (Thanks Elmer)</li> <li>80 percent ready, but more work required before the event on Saturday Oct 22.</li> <li>Matthew Xie: mentor for university 4 years project</li> </ul>	Info
10.0 Scholarship Committee Report (Paymon Sani)	<ul style="list-style-type: none"> <li>Selected top 3 candidates, thank you team</li> <li>a) Jane Illarionova: Vaughan Secondary School, Track 1 at UofT</li> <li>b) Claire Del Fatti: Father Bressani CHS, Chemical Engineering at UofT</li> <li>c) Jonathan Chung: Unionville High School, Mechatronics at UofW)</li> <li>Planning to invite pass winners for Christmas gathering, and success story on PEO Chapter Leaders Conference Nov. 21, 2016</li> </ul>	Info

11.0 GLP Committee Report (Daniel Liao)	MPP Chris Ballard was invited to Mathletics	Info
12.0 Business Liaison committee Report (Ed Fung)	<ul style="list-style-type: none"> <li>Applying special funding from PEO for <b>“PEO YORK CHAPTER YOUTH EXPLORING OPPORTUNITIES PILOT PROGRAM (YEOPP)”</b></li> </ul>	Info
13.0 Mentorship / EIT Committee Report (Elmer Ting)	<ul style="list-style-type: none"> <li>Accelerated Mentoring (Sat. Oct. 15) <ul style="list-style-type: none"> <li>a) Speed Mentoring</li> <li>b) Networking Lunch</li> <li>c) Career Seminar</li> </ul> </li> <li>EIT vs. engineer (December)</li> </ul>	Info
14.0 Other Business (ALL)	<ul style="list-style-type: none"> <li>DECA Ontario Presentation by Jessica Fung on 7:15pm – 7:25pm</li> </ul>	Info
15.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> <li>Motion by Russ, seconded by Sarah, to adjourn the meeting. Time: 8:40 pm.</li> <li>Next meeting will be held on <b>Thursday, Nov. 10 at 6:30pm</b> at the <b>Markham Convergence Centre 7271 Warden Ave, Markham ON L3R 5X5</b></li> </ul>	Decision  Info

Cc. All Executives/Present  
East Central Regional Councilors  
Chapter Manager