



York Chapter

Minutes of the Executive Meeting

Held on Thursday April 12, 2018 at Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario

Meeting Chaired by: Lui Tai, P.Eng.
Recorded by: Oliver Xiao, EIT

Executives Present: Lui Tai, P.Eng. (Chair) Elmer Ting, P.Eng. (EIT) Hannah Ehtemam, P.Eng (GLP) Fiona Leong, EIT (Certificate) Ed Fung, P.Eng. (Business) Annabelle Lee, P.Eng. (Vice Chair) Kim Keoponnreay, EIT (WIE) Abhishek Shah, P.Eng (Treasurer) Oliver Xiao, EIT (Secretary) Jennifer Lu, EIT (Program) Gordon Ip, P.Eng. (Past Chair) Gallant Ng, EIT (Communications)	Absent: Daniel Cho, EIT (Education) Zohaib Tanveer (Award)
Committee & Chapter Members Present: Tommy Sin, P.Eng. Ayoub Amouch, EIT (Deputy Communications) David Chow, EIT	Guests from other PEO Chapters Svetlane Bass



Item	Description	Time	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> • Lui Tai called the meeting to order. • Round of introduction of attendees • Review of agenda and motion to approve agenda <ul style="list-style-type: none"> ▪ Motioned by Annabelle Lee and seconded by Elmer Ting. ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED</p>	7:00 pm 7:00 pm 7:05 pm	Info. Info Decision
2.0 Approval of Minutes	<ul style="list-style-type: none"> • Reviewing Minutes from March 8th, 2018 meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motion to adopt minutes with corrections was moved by Abhishek Shah and seconded by Elmer Ting. ▪ Motion unanimously approved with no opposed and no abstains. • Reviewing Minutes from March 8th, 2018 Special Executive Board meeting and motion to approve minutes <ul style="list-style-type: none"> ▪ Motion to adopt minutes was moved by Hannah E. and seconded by Abhishek S. ▪ Motion unanimously approved with no opposed and no abstains. • Committee board assignment from March 8th, 2018 Special Executive Board meeting and motion to approve Executive assignment <ul style="list-style-type: none"> ▪ Motion to adopt committee board assignment was moved by Annabelle L. and seconded by Gordon Ip ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED.</p>	7:07 pm 7:10 pm 7:12 pm	Decision Decision Decision
3.0 Chair's Report	<p>By Lui Tai</p> <ul style="list-style-type: none"> • PEO AGM: <ul style="list-style-type: none"> ▪ Next Saturday at Westin Castle DT, Chair and Vice Chair from 36 chapters will attend ▪ AGM open to all members ▪ Leadership Conference only open to Chapter Officers ▪ Honour Gala that that night will honor a few engineers. Our Chapter's nominated engineer was not chosen. (Candidate requires over 10yrs volunteering experience and outstanding contribution in engineering in different chapters) • York University Capstone Projects: <ul style="list-style-type: none"> ▪ Lui, on behave of Matthew, will act as judge with Gordon for the York U Capstone project on April 27th. ▪ PEO York Chapter sponsor York U \$3000 over a period of 3 years ▪ Discussed the continuation of the sponsorship, fund availability and alternative options ▪ Will continue discussion in the next chapter meeting • Attended post-budget meeting on March 29th • Executives are invited to Sheridan Awards Ceremony, sign up if interested • Discussed Rick's request for eBlast. Need further information and discussion • Call for executives to complete PEO Training 	7:15 pm	Info Action Info Action Info Info Info Action Action
4.0 Vice-Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> • Recommended executives to use PEO email • Chapter's social media presence: <ul style="list-style-type: none"> ▪ Elmer has posted a lot on Twitter and LinkedIn ▪ Recommended events from all committees to post and tweet • Shared the news of Tulo's new born baby. And discussed to send her a gift basket. 	7:40 pm	Action Info Action Info

5.0 Financial Report	<p>By Abhishek Shah</p> <ul style="list-style-type: none"> ● Executives are requested to complete their 2019 Business Planning package ● Reviewed CPC event Expense ● Reviewed Chapter's end-of-month Balance Sheet ● Approval of Financial report, Motion by Gordon Ip, seconded by Jennifer Lu. All in favor. <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. <p>MOTION CARRIED.</p>	8:00 pm	<p>Info</p> <p>Info</p> <p>Info</p> <p>Decision</p>
6.0 Communication Report	<p>By Gallant Ng</p> <ul style="list-style-type: none"> ● Transition completed ● All executive emails are set up ● Eblast email to be cc'ed to Chair or Vice Chair when sending to communication team ● 1-2 weeks' notice required for Eblast for coordination ● Ayoub nominated as deputy Communication Director ● Ayoub will act on behalf of Gallant when away on business ● Photos from AGM and Award already on Website. Photos from Education to be posted. Ayoub will check photo quality. 	8:15 pm	Info
7.0 Certificate Committee Report	<p>By Fiona Leong</p> <ul style="list-style-type: none"> ● Discussed venue and date options for the fall CPC. To be spaced from other event. ● Discussed entertainment suggestions during the event (Recommended recipient to submit introductory video) 	8:25 pm	Info
8.0 Program Committee Report	<p>By Jennifer Lu</p> <ul style="list-style-type: none"> ● Upcoming events on April 18th on Mining and the Environment ● Discussed potential future event on Millennials in Workplace ● Discussed ideas for team building events <ul style="list-style-type: none"> ▪ Shoppers Love/You Run for Women, ect. 5K or 10K. (Jun 9th) ▪ Hope Volleyball (Jun 16th) ▪ Casa Loma escape room ● Discussed future focus on wider age group rather than experienced engineers 	8:30 pm	Info
9.0 Women In Engineering	<p>By Kim Keoponnreay</p> <ul style="list-style-type: none"> ● Upcoming event on Self Awareness Success Strategies (May 9th) ● Potential speaker on Regional Drinking Water Distribution System ● Met with Toronto West and Humber Chapter Chair/member and Young Professional Committee Chair, Water Environment Federation for possible future collaboration. Contacted Marisa Sterling. ● Aarik Subram nominated as Deputy WIE Director ● Discussed about interviewing engineer and post on Youtube. Gordon will lend the camcorder. ● Call for executive for trial interview ● Abhishek volunteered to help Kim 	8:40 pm	Info.
10.0 Awards & Recognition Committee Report	<p>By Fiona Leong on behalf of Zohaib T.</p> <ul style="list-style-type: none"> ● Fiona and Zohaib reviewed responsibility and position transfer ● Fiona will complete past winner article for Website ● Oliver offers to help Fiona drop the remaining prize 	8:50 pm	Info

11.0 Education Committee Report	By Lui Tai on behave of Daniel Cho <ul style="list-style-type: none"> ● Reviewed Design Challenge achievements <ul style="list-style-type: none"> ▪ 16 teams participated ▪ Photos will be posted on website ▪ Published on SNAPD ▪ Watched videos from event ● Described activities at Engineering Badge event ● Super Engineer kits available at engspire.org 	8:55 pm	Info
12.0 GLP Committee Report	By Hannah E <ul style="list-style-type: none"> ● Thank you note send to Helena Jaczek along with photos ● Hannah reached out various parties to introduce new GLP Director ● Hannah will contact candidates for upcoming election to promote the chapter 	9:15 pm	Info
13.0 Business Liaison committee	By Ed Fung <ul style="list-style-type: none"> ● New date for Engineering Symposium on Oct 3rd ● New website will be PEOYORK.COM/SYMPOSIUM, construction in progress ● Considering adding Smart City as a theme. Series of topic for upcoming years 	9:20 pm	Info
14.0 Mentorship / EIT Committee Report	By Elmer Ting <ul style="list-style-type: none"> ● Next round LAP program coming soon. Register by April 27th ● Elmer described LAP program and called for participants ● Will start the matching process after deadline and 1st meeting in May 	9:30 pm	Info
15.0 Other Business	Open to all attendees <ul style="list-style-type: none"> ● Oliver Xiao <ul style="list-style-type: none"> ▪ New executive business cards and name tags distributed ▪ Will order for deputy directors ▪ Will update chapter's assets inventory list ▪ Call for support from all executives ● Kim K. <ul style="list-style-type: none"> ▪ Discussed charging fees for chapter's events ▪ Lui mentioned potential change of rule ▪ Gordon introduced Simcoe Chapter's website and provided advice on possible improvements of York Chapter's website ● Gordon Ip discussed about chapter website server options. Will make further discussion at next meeting. 	9:35 pm	Info
16.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● Meeting adjourned by Lui Tai, seconded by Oliver Xiao ● Next meeting will be held on Thursday May 10th, 2018 at 6:30pm (meeting place Courtyard Toronto Markham, 65 Minthorn Blvd, Thornhill, Ontario) 	9:50 pm	Decision Info