



York Chapter

**Minutes of the Executive Meeting**

Held on Thursday May 13th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Hannah Ehtema, P. Eng.

<b>Executives Present:</b>	<b>Absent:</b>
Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) David Yin, P.Eng. (Certificate) Lui Tai, P.Eng. (Past Chair) Oliver Xiao, P.Eng. (Business and Community Outreach) Sharon Chen, EIT (Education) Tian You Si Tu, P.Eng. (Mentorship & EIT) Reza Mahmoudipour (GLP) Marcia Lim (Diversity, Equity and Inclusion) Elven Tsui, P.Eng (Communications) Anita Eisakhani, P.Eng. (Awards) Shahd Elshafei (Secretary)	Darren Verasammy, P.Eng. (Treasurer) Jennifer Lu, P.Eng (Program)
<b>Committee &amp; Chapter Members Present:</b>	<b>Guests from other PEO Chapters &amp; other Attendees</b>
Lida Ramezani David Willison (Centennial College) Matthew Xie	

Item	Description	Action
1.0 Approval of Agenda	<ul style="list-style-type: none"> <li>● Annabelle called the meeting to order.</li> <li>● Round of introduction of attendees</li> <li>● Review of agenda and motion to approve agenda</li> <li>● Motioned by and seconded by <ul style="list-style-type: none"> <li>● Motion unanimously approved with no opposed and no abstains. <b>MOTION CARRIED</b></li> </ul> </li> </ul>	7pm  Decision
2.0 Approval of Minutes	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>● Meeting Minutes for April 8th, 2021 meeting are all reviewed and updated through email already</li> <li>● Minor updates were made to the minutes at the meeting</li> <li>● Motioned by Sharon and seconded by Hanah <ul style="list-style-type: none"> <li>▪ Motion unanimously approved with no opposed and no abstains. <b>MOTION CARRIED</b></li> </ul> </li> </ul>	Decision
3.0 Chair's Report	<p>By <b>Annabelle Lee</b></p> <ul style="list-style-type: none"> <li>● National Volunteer Week took place (April 18-24), attended by Anna and Anita</li> <li>● PEO AGM meeting this Saturday May 15th</li> <li>● 2021 Virtual Volunteer Leadership Conference Friday May 14th to be attended by Annabelle and Hannah</li> <li>● Increasing licensure numbers via: <ul style="list-style-type: none"> <li>○ LAP by: <ul style="list-style-type: none"> <li>▪ Coordinating with universities through Oliver to encourage students &amp; graduates to join the LAP program</li> <li>▪ Creating a google survey to get data on EITs enrolling into LAP (Tian &amp; Hannah)</li> <li>▪ Connecting with internationally trained professionals and of diverse background to cater events to their demands (Oliver &amp; Tian)</li> </ul> </li> </ul> </li> </ul>	Info    Action
4.0 Vice-Chair's Report	<p>By <b>Hannah Ehtemam</b></p> <ul style="list-style-type: none"> <li>● Engineering Project of the Year Award &amp; Research Project, on April 21 2021, was a success</li> </ul>	Info
5.0 Financial Report	<p>By <b>Annabelle Lee</b> on behalf of <b>Darren Verasammy (absent)</b></p> <ul style="list-style-type: none"> <li>● Not many expenses submitted</li> <li>● To reach out to Darren with any questions</li> </ul>	Info
6.0 Past Chair Advisory Update	<p>By <b>Lui Tai</b></p> <ul style="list-style-type: none"> <li>● Virtual Capstone Day at York University on April 30th <ul style="list-style-type: none"> <li>○ Total of 32 teams participated in the event</li> <li>○ To utilize the Capstone Project to educate students about licensure for the future</li> </ul> </li> </ul>	Info   Action

7.0 Mentorship and EIT Update	<p>By <b>Tian You Si Tu</b></p> <ul style="list-style-type: none"> <li>● Chapter members &amp; Communications Director to promote events through e-blast for higher participation rate <ul style="list-style-type: none"> <li>○ Two weeks to promote LAPs Orientation Workshop, require 10-15 more EITs to join the event</li> </ul> </li> <li>● Lots of request made from chapter members for PEO Licensure Interview Process workshop <ul style="list-style-type: none"> <li>○ To collaborate with Humber College &amp; ACCESS Employment for wider reach</li> <li>○ To collaborate with other chapters to obtain an equal number of mentors and mentees before the deadline</li> <li>○ To give priority to LAP EITs with regards to sub-events as an incentive to join the program</li> </ul> </li> </ul>	<p>Action</p> <p>Info</p> <p>Action</p> <p>Info</p>
8.0 Communications Update	<p>By <b>Elven Tsui</b></p> <ul style="list-style-type: none"> <li>● To promote LAP on the Chapter website and social media outlets</li> <li>● To setup break rooms additional to the LAP series to answer frequent or popular questions about the details of the application process</li> <li>● Promoted events outside our chapter</li> </ul>	<p>Action</p> <p>Info</p>
9.0 Certificate Update	<p>By <b>David Yin</b></p> <ul style="list-style-type: none"> <li>● To brainstorm ideas and share with David for the fall Virtual LPC.</li> <li>● Increase participation in virtual events: <ul style="list-style-type: none"> <li>○ To include quizzes in the event</li> <li>○ To recognize volunteers one-by-one</li> </ul> </li> <li>● Possibility of winter LPC to be in-person (preferred by majority)</li> <li>● To distribute past certificates with Sharon</li> </ul>	<p>Action</p> <p>Info</p> <p>Action</p>
10.0 Program Update	<p>By <b>Annabelle Lee</b> on behalf of <b>Jennifer Lu (absent)</b></p> <ul style="list-style-type: none"> <li>● Upcoming events: <ul style="list-style-type: none"> <li>○ PEAK Program with Jose Vera in May 2021</li> <li>○ Resume workshop with Malvern Newcomer Services Collaboration in May 2021</li> </ul> </li> </ul>	<p>Info</p>



<p>14.0 GLP Update</p>	<p>By <b>Reza Mahmoudipour</b></p> <ul style="list-style-type: none"> <li>● Two MPPs attended and one sent a video for the Engineering Award of the Year event <ul style="list-style-type: none"> <li>○ Video uploaded to LinkedIn &amp; Youtube page by Sharon</li> </ul> </li> <li>● MPPs interested in participating in future events</li> <li>● Online Training Webinar took place on May 5th <ul style="list-style-type: none"> <li>○ 30 Attendees; 5 members from PEO</li> <li>○ To discuss two more training sessions</li> </ul> </li> <li>● Volunteers list to be finalized by Reza</li> <li>● MPP Daisy willing to send specialized letter to Engineering Award of the Year winners <ul style="list-style-type: none"> <li>○ To provide details of the winners (to be done by Sharon)</li> <li>○ To coordinate mailing of trophies and letter (Oliver, Reza &amp; Sharon)</li> </ul> </li> <li>● Four York chapter MPPs participated in monthly GLP meetings <ul style="list-style-type: none"> <li>○ MPP Daisy's video posted on PEO's website</li> </ul> </li> </ul>	<p>Info</p> <p>Action</p> <p>Info</p>
<p>15.0 Business and Community Outreach Update</p>	<p>By <b>Oliver Xiao</b></p> <ul style="list-style-type: none"> <li>● Past: OACETT York Chapter AGM event a success <ul style="list-style-type: none"> <li>○ 60 Attendees</li> <li>○ Great feedback</li> <li>○ To receive confirmation from new executive (Steve) about next event</li> </ul> </li> <li>● Upcoming: Technical Presentation with Steve (from OACETT) as speaker <ul style="list-style-type: none"> <li>○ To confirm date with Jennifer</li> <li>○ To collaborate with PEO 30 by 30 on employer engagement</li> </ul> </li> </ul>	<p>Info</p> <p>Action</p>
<p>16.0 Other Business Update</p>	<ul style="list-style-type: none"> <li>● Hannah: executives to take July-August off</li> <li>● Shahd: to email and brainstorm with Oliver, Tian &amp; Sharon on licensing event with Humber College</li> </ul>	<p>Info</p>
<p>17.0 Adjournment/ Next Meeting</p>	<ul style="list-style-type: none"> <li>● All items on agenda completed. Meeting adjourned by <b>Annabelle</b></li> <li>● Next meeting will be held on <b>June 10th 2021 at 7:00 PM</b></li> </ul>	<p>8:55 pm Info</p>