



York Chapter

Minutes of the Executive Meeting

Held on Thursday June 10th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Shahd Elshafei, EIT.

<p>Executives Present: Annabelle Lee, P.Eng. (Chair) Hannah Ehtemam, P.Eng. (Vice-Chair) Darren Verasammy, P.Eng. (Treasurer) David Yin, P.Eng. (Certificate) 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) Jennifer Lu, P.Eng (Program) Oliver Xiao, P.Eng. (Business and Community Outreach) Shahd Elshafei (Secretary)</p>	<p>Absent: Lui Tai, P.Eng. (Past Chair)</p>
<p>Committee & Chapter Members Present: Muneer Abid Vera Zhang Kevin Dias Keyvan Ghazaie Alamdari Matthew Xie</p>	<p>Guests from other PEO Chapters & other Attendees</p>

Item	Description	Action
<p>1.0 Approval of Agenda</p>	<ul style="list-style-type: none"> ● Annabelle called the meeting to order. ● Round of introduction of attendees ● Land acknowledgment run by Sharon ● Review of agenda and motion to approve agenda ● Motioned by Sharin and seconded by Hannah <ul style="list-style-type: none"> ● Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	<p>7pm Decision</p>

<p>2.0 Approval of Minutes</p>	<p>By Annabelle</p> <ul style="list-style-type: none"> ● Meeting Minutes for May 13th, 2021 meeting are all reviewed and updated through email already ● Minor updates were made to the minutes at the meeting ● Motioned by Hannah and seconded by Sharon <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	<p>Decision</p>
<p>3.0 Chair's Report</p>	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● East Central Congress on June 16th ● Directors to submit 2022 Business plans ● 2021 Virtual Volunteer Leadership Conference Friday May 14th <ul style="list-style-type: none"> ○ Directors to share volunteer form for recognition ● Past Events: <ul style="list-style-type: none"> ○ Volunteers Leadership Conference <ul style="list-style-type: none"> ▪ for chapters to recommend changes to PEO strategy ○ PEO Annual General Meeting <ul style="list-style-type: none"> ▪ records available on website: https://www.peo.on.ca/about-peo/annual-general-meetings/2021-annual-general-meeting ● Sterling Award 2021 won by Sharon Chen ● Shahd to organize Humber College Bridging Program collaboration with PEO York Chapter with Tian & Oliver <ul style="list-style-type: none"> ○ To confirm a schedule with Humber ○ To email PEO Tracey about EIT & PEng information session 	<p>Info</p> <p>Action</p> <p>Info</p> <p>Action</p>
<p>4.0 Vice-Chair's Report</p>	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● Reiterates importance of mental health ● Reminds attendees of Exec. time off July- August; monthly chapter meetings to resume in September 	<p>Info</p>
<p>5.0 Financial Report</p>	<p>By Darren Verasammy)</p> <ul style="list-style-type: none"> ● Explained Business Plan 2022: <ul style="list-style-type: none"> ○ activities to be run by each committee ○ costs, meetings etc ○ Directors to provide plan to highlight financial resources required from chapter ● Volunteers can fill form for reimbursement of monthly executive meal expense (up-to 20\$) ● Only 419\$ spent last month 	<p>Info</p> <p>Action</p> <p>Info</p>

	PEAK) but to charge for events contributing to the professional development of the attendees	
11.0 Diversity, Equity and Inclusion Update	<p>By Marcia Lim</p> <ul style="list-style-type: none"> ● PEO 30 by 30, to be discussed, ways to promote awareness of the event. To be confirmed by PEO President Christopher Bellini ● To brainstorm ways to engage more females and international engineers to pursue license ● Ottawa 30 by 30 meeting was hosted on June 25 <ul style="list-style-type: none"> ○ Large engagement and participation ● East Central to host their own engagement session in mid July, 2021 <ul style="list-style-type: none"> ■ Require assistance from executive members to share even with company ■ Email to be sent to exec. members with current engaged employers list 	<p>Info</p> <p>Action</p> <p>Info</p> <p>Action</p>
12.0 Awards Update	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> ● In progress: <ul style="list-style-type: none"> ○ Young Professional Engineer Award to attract graduates and foreign-trained-professionals to licensure ● Upcoming: <ul style="list-style-type: none"> ○ Project of the Year Award, in Sept 2021 	Info
13.0 Education Update	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Currently launching 'Education Scholarship' page <ul style="list-style-type: none"> ○ Consists of a guideline on the application process ○ Application reviewers to review 'finalist' applicant application video ○ Members interested in becoming reviewers to contact Sharon ○ Hannah to conduct 15-min information session reiterating requirements ○ Sharon to contact scholarship recipient from previous year to speak about her education journey post-schoalrship at the information session <p>https://peoyork.com/scholarship</p>	<p>Info</p> <p>Action</p>
14.0 GLP Update	<p>By Reza Mahmoudipour</p> <ul style="list-style-type: none"> ● Past Event: <ul style="list-style-type: none"> ○ Letter of recognition from MPPs Daisy Wai for Engineering Awards of the Year winners ● Volunteers list to be finalized by Reza ● Members to provide recommendations for the 'Take your MPPS to work day' 	<p>Info</p> <p>Action</p>

15.0 Business and Community Outreach Update	By Oliver Xiao <ul style="list-style-type: none"> ● Past: Technical Presentation with Steve (from OACETT) as speaker ● Upcoming: Software design;/Hackathon (joint event) 	Info
16.0 Other Business Update	<ul style="list-style-type: none"> ● Issues receiving zoom link once signing up for Chapter Meeting event on Eventbrite ● Can reach out to companies with previous ties with York Chapter for 30 by 30 awareness 	Info
17.0 Adjournment/ Next Meeting	<ul style="list-style-type: none"> ● All items on agenda completed. Meeting adjourned by Annabelle ● Next meeting will be held on Sept 9th, 2021 at 7:00 PM 	8:55 pm Info