



York Chapter

Minutes of the Executive Meeting

Held on Thursday September 23th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.
Recorded by: Shahd Elshafei, EIT. & Jennifer Lu, P.Eng.

<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) Oliver Xiao, P.Eng. (Business and Community Outreach) Shahd Elshafei (Secretary) Jennifer Lu, P.Eng (Program)</p>	<p>Absent: Lui Tai, P.Eng. (Past Chair)</p>
<p>Committee & Chapter Members Present: Sujitha Vejella, EIT Muneer Abid, P.Eng</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 Darren 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>

2.0 Approval of Minutes	<p>By Annabelle</p> <ul style="list-style-type: none"> ● Meeting Minutes for June 10th, 2021 meeting are all reviewed and updated through email already ● Minor updates were made to the minutes at the meeting ● <i>Motioned by Hannah and seconded by Sharon</i> <ul style="list-style-type: none"> ▪ Motion unanimously approved with no opposed and no abstains. MOTION CARRIED 	Decision
3.0 Chair's Report	<p>By Annabelle Lee</p> <ul style="list-style-type: none"> ● Chapter voted for executive meetings starting November to NOT presume in-person and meetings to continue virtually ● PEO offered Chapters to purchase Sharepoint licenses for information storage and sharing (not full O365 Suite) ● Deadline for AGM notice in Engineering Dimensions: <ul style="list-style-type: none"> ○ N/D 2021 : Sep 30 ○ Jan / Feb 2022 : Nov 19 ● EC Regional Congress dated Sep 29 	Info
4.0 Vice-Chair's Report	<p>By Hannah Ehtemam</p> <ul style="list-style-type: none"> ● COVID guidelines of local venue applies ● New Ontario proof of vaccination requirements applies ● Outdoor events encouraged up to (100 people) ● Indoor events (up to 25 people) 	Info
5.0 Financial Report	<p>By Darren Verasammy</p> <ul style="list-style-type: none"> ● End of August \$100,000 available to the Chapter 	Info
6.0 Past Chair Advisory Update	<p>By Lui Tai (Absent)</p> <p>None</p>	Info
7.0 Education	<p>By Sharon Chen</p> <ul style="list-style-type: none"> ● Hosted information session for Engineering Scholarship <ul style="list-style-type: none"> ○ 8 Attendees ○ Deadline for application has been extended ● Organized AMD Mathletics event for Nov 13th, 2021 Mathletics Competition - Virtual <ul style="list-style-type: none"> ○ Potential to reduce capacity if held in person ○ Education committee calling for more volunteers 	Info
8.0 Mentorship and EIT Update	<p>By Tian You Si Tu</p> <ul style="list-style-type: none"> ● Held licensing workshop on September 22 <ul style="list-style-type: none"> ○ 100 registration with 45 attendees ● Issue at the beginning of the workshop due to attendees may not be trained engineers (ie. Attendees have international engineering experience) 	Info

	<ul style="list-style-type: none"> ○ These individuals did not join the LAPs program because it is more suitable for students/individuals with Canadian experiences or with a Canadian education ○ Hope to leverage the upcoming event, Award of the Year 2021, to encourage engineers with international experience/education to participate in engineering? ● Expressed challenges to get right candidate to participant in events ● AL asked if the attendees were EITs <ul style="list-style-type: none"> ○ TYST confirmed some attendees may not be EITs ○ AL asked to figure out where and how the attendees heard about the workshop ● AL encouraged to create and send survey to ask attendees how they hear about PEO York events as it may be good information to understand if attendees are members of the Chapter or PEO ● AL clarified that individuals who are not members - it is best to curate/host events to encourage them to join PEO. Ultimately, this will allow them to access and benefit from the LAP program (ie. licensing workshops) <ul style="list-style-type: none"> ○ ML suggested that the PEO york website be updated as it does not specifically outline the LAP program is only for members. Hence anyone who has access to PEO website can automatically sign up for any events <ul style="list-style-type: none"> ■ No clear indications of member-only events ● AL asked ET to determine if it is possible to ask for membership number or explicitly state member-only for any events/workshops moving forward <ul style="list-style-type: none"> ○ ET acknowledged request 	<p>Info</p> <p>Action</p> <p>Info</p> <p>Action</p>
<p>8.0 Communications Update</p>	<p>By Elven Tsui</p> <ul style="list-style-type: none"> ● Continue to maintain active on various social platforms (ie. LinkedIn, website, etc.) <ul style="list-style-type: none"> ○ Supported and launched e-blast for members for event for West Toronto Chapter 	<p>Info</p> <p>Action</p>
<p>9.0 Certificate Update</p>	<p>By David Yin</p> <ul style="list-style-type: none"> ● Reported currently 40 individuals await to obtain their licenses during the upcoming Fall 2021 ceremony <ul style="list-style-type: none"> ○ DY is to determine to if Fall 2021 ceremony to be held in person or virtually ● Suggested Feb. 19th or 26th weekend to host Winter 2022 AGM <ul style="list-style-type: none"> ○ AL noted Feb. 19th coincides with Family Day ○ AL & DL to confirm date offline ● Updated team regarding possible venue spaces - Eagle's Nest currently cap at 50% capacity, equivalent to 60 guests ● AL noted AGM events will require a number of volunteers to execute and SE asked DY to conduct a poll to see how many volunteers are interested to help out for in-person event to inform the size of event feasible to coordinate 	<p>Info</p> <p>Action</p>

10.0 Program Update	<p>By Jennifer Lu</p> <ul style="list-style-type: none"> ● Upcoming event with Arden Heerah, Professional Development Lead at PEO during the last week of October <ul style="list-style-type: none"> ○ AL advised to work with ET to start draft of e-blast 	<p>Info</p> <p>Action</p>
11.0 Diversity, Equity and Inclusion Update	<p>By Marcia Lim</p> <ul style="list-style-type: none"> ● Reported on 30 by 30 event held on Sept. 9th <ul style="list-style-type: none"> ○ Successful event - even with a fairly low employer turnout rate ○ Attendees had an overall positive reception towards the presentation. <ul style="list-style-type: none"> ▪ Great breakout session and discussions ● Following the event, Headquarters will be hosting their 30 by 30 event on Sept. 28 ● Plan on hosting a DI/social event - dates have yet been confirmed 	<p>Info</p>
12.0 Awards Update	<p>By Anita Eisakhani</p> <ul style="list-style-type: none"> ● Work in progress for winter presentation and planning of this year's awards ceremony 	<p>Info</p>
14.0 GLP Update	<p>By Reza Mahmoudipour</p> <ul style="list-style-type: none"> ● Meet-n-Greet with volunteers where the team develop a strategy chart to facilitate follow-ups with MPPs <ul style="list-style-type: none"> ○ 60% of volunteers have connection to MPPs ○ Utilizing the chart to foster relationship with MPPs ● Working on initiative, "Take your MPP to work" <ul style="list-style-type: none"> ○ Waiting for volunteers to input ideas to support this initiative 	<p>Info</p> <p>Info</p>
15.0 Business and Community Outreach Update	<p>By Oliver Xiao</p> <ul style="list-style-type: none"> ● Follow up event of the Face Mask Design Challenge. A donation was made to a local autism school. <ul style="list-style-type: none"> ○ 80 children will benefit from the donation ● Upcoming events: <ul style="list-style-type: none"> ○ OACETT Webinar by Darren on electrical engineering in the public transit industry (Oct. 20). 	<p>Info</p>
16.0 Other Business Update	<ul style="list-style-type: none"> ● AL stated that based on earlier vote during the meeting with Executives, the rest of the year's Executive meetings will be virtual 	<p>Info</p>
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 Oct. 14, 2021 virtually 	<p>8:55 pm Info</p>