



**York Chapter**

**Minutes of the Executive Meeting**

Held on Thursday, October 14th, 2021 at Virtual Meeting

Meeting Chaired by: Annabelle Lee, P.Eng.

Recorded by: Sharon Chen, EIT.

<b>Executives Present:</b>	<b>Absent:</b>
Annabelle Lee, P.Eng. (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) Elven Tsui, P.Eng (Communications) Oliver Xiao, P.Eng. (Business and Community Outreach) Lui Tai, P.Eng. (Past Chair)	Shahd Elshafei (Secretary) Marcia Lim (Diversity, Equity and Inclusion) Hannah Ehtemam, P.Eng. (Vice-Chair) Jennifer Lu, P.Eng (Program)
<b>Committee &amp; Chapter Members Present:</b>	<b>Guests from other PEO Chapters &amp; other Attendees</b>
Yasir Alganabi	

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>● Land acknowledgment run by Sharon</li> <li>● Review of agenda and motion to approve agenda               <ul style="list-style-type: none"> <li>● Motion unanimously approved with no opposed and no</li> </ul> </li> </ul>	7pm  Decision

	abstains. <b>MOTION CARRIED</b>	
2.0 Approval of Minutes	By <b>Annabelle</b> <ul style="list-style-type: none"> <li>Meeting Minutes for September 23, 2021 meeting are all reviewed</li> <li>There was no quorum at the October 14, 2021 meeting</li> </ul>	Decision
3.0 Chair's Report	By <b>Annabelle Lee</b> <ul style="list-style-type: none"> <li>Adeilton Ribeiro accepted a one year assignment with Licensing, to help with the backlog of licensing. He will not be a member of the Chapter Office during this time.</li> <li>2022 PEO AGM will still be virtual</li> <li>Increase of P.Eng. licence applications received when comparing time period of January-May 2020 and 2021</li> </ul>	Info
4.0 Vice-Chair's Report	By <b>Hannah Ehtemam (Absent)</b>	Info
5.0 Financial Report	By <b>Darren Verasammy</b> <ul style="list-style-type: none"> <li>New invoice procedure: Requires cover sheet, spreadsheet if necessary, and receipt and proof of payment.</li> <li>One line items do not need a spreadsheet, such as meal expenses. However, multi-line expense do need a spreadsheet.</li> <li>In the expense report spreadsheet, code is not needed and signature, and address is not needed. It's meant to show a breakdown of the expenses. It will require name, cost breakdown, and total.</li> <li>Darren to send update expense spreadsheet for breakdown of the multi-line expenses.</li> <li>There was discussion on whether a volunteer can claim the expenses for meals for volunteers of an event <ul style="list-style-type: none"> <li>Event needs to be at least 2 hours long for meal compensation. Same criteria should be applied to executives.</li> <li>Limit should be \$20 per person</li> </ul> </li> </ul>	Info  Info
6.0 Past Chair Advisory Update	By <b>Lui Tai</b> <ul style="list-style-type: none"> <li>Lui indicated that the Chapter needs to start thinking about the election and gather candidates for the chapter election and how it is managed and the logistics of the event.</li> <li>Lui to provide some additional action items for the election next year</li> <li>The Past-Chairs Advisory Committee (PCAC) offered support to the existing committee chairs.</li> </ul>	Info

7.0 Education	<p>By <b>Sharon Chen</b></p> <ul style="list-style-type: none"> <li>• 2021 AMD Mathletics will still be virtual and occur on Saturday, Nov. 13, 2021.</li> <li>• The education committee is looking for ideas for another coding or technology-based event for students to help utilize that the \$1,000 funding from AMD.</li> <li>• The contact at YRDSB for the chapter has changed now that Steve Poste has retired. It has changed to Christopher Tucker.</li> <li>• The committee would like to request additional questions for the mathletics questions bank.</li> </ul>	Info
8.0 Mentorship and EIT Update	<p>By <b>Tian You Si Tu</b></p> <ul style="list-style-type: none"> <li>• The committee hosted a licensing workshop on September 22, 2021.</li> <li>• Tian You to consult PEO HQ before organizing the next events</li> </ul>	
8.0 Communications Update	<p>By <b>Elven Tsui</b></p> <ul style="list-style-type: none"> <li>• Elven started the process of updating the annual newsletter</li> <li>• Sent email to Mimic Print to provide quotation for newsletter printing</li> </ul>	Info
9.0 Certificate Update	<p>By <b>David Yin</b></p> <ul style="list-style-type: none"> <li>• Sent out a survey to licensees asking whether they want a LPC in-person</li> <li>• LPC to be in November/December</li> <li>• David is looking for people to help out with photography - Asking Lui</li> <li>• David is looking for the banner for photo opportunities</li> <li>• Sharon has the PEO York Chapter general banner</li> <li>• David reached out to Eagles Nest for venue for annual general meeting</li> </ul>	Info
10.0 Program Update	<p>By <b>Jennifer Lu (Absent)</b></p> <ul style="list-style-type: none"> <li>• Upcoming event: October 28, 2021 - PEO PEAK program revision</li> </ul>	Info  Action
11.0 Diversity, Equity and Inclusion Update	<p>By <b>Marcia Lim Absent)</b></p> <ul style="list-style-type: none"> <li>• East Central Region Chapters 30 by 30 Employer Engagement session occurred on September 9 and was attended by 20 people. The breakout sessions were good but turnout was low.</li> <li>• Marcia is planning social events for the committee.</li> </ul>	Info
12.0 Awards Update	<p>By <b>Anita Eisakhani</b></p> <ul style="list-style-type: none"> <li>• Anita is working with communications to update the website for the 2021 Engineering Project of the Year awards</li> </ul>	Info

	<ul style="list-style-type: none"> <li>Anita asked all committees to send in their volunteer records</li> </ul>	
14.0 GLP Update	<p>By <b>Reza Mahmoudipour</b></p> <ul style="list-style-type: none"> <li>October 4 - GLP York Internal Meeting</li> <li>October 6 - Quarterly GLP Call</li> <li>End of October meeting with follow up</li> </ul>	Info  Info
15.0 Business and Community Outreach Update	<p>By <b>Oliver Xiao</b></p> <ul style="list-style-type: none"> <li>Darren is guest speaker for a CPD webinar with OACETT</li> <li>Helping out Awards committee with final judges for 2021 Engineering Project of the Year Award (Ryerson U)</li> <li>Oliver got quote for room for in-person meeting. There is a 14 people limit for the room</li> </ul>	Info
16.0 Other Business Update	<ul style="list-style-type: none"> <li>Oliver investigated meeting speaker technology and already ordered a speaker phone that covers up to 3 meters and up to 10 people speaking. Cost is around \$200 dollars</li> </ul>	Info
17.0 Adjournment/ Next Meeting	<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>November 11, 2021 virtually</b></li> </ul>	8:55 pm Info