**Minutes of the Executive Meeting**

Held on March 14, 2024 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Oliver Xiao, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** |
| --- |
|  | In person |  | Online | Matthew Yeung, P.Eng. (Mentorship & EIT)  |
|  | In person |  | Online | Marcia Lim, P.Eng. (Chair) |
|  | In person |  | Online | Annabelle Lee, P.Eng. (Past Chair) |
|  | In person |  | Online | Sharon Chen, P.Eng (Treasurer) |
|  | In person |  | Online | Darren Verasammy, P.Eng. (Secretary) |
|  | In person |  | Online | Iris Yan, EIT (Education) |
|  | In person |  | Online | Elven Tsui, P.Eng. (Business and Community Outreach) |
|  | In person |  | Online | Denis Tse, P.Eng. (Communications and Marketing)  |
|  | In person |  | Online | Ali Sanaee, P.Eng. (Diversity, Equity and Inclusion)  |
|  | In person |  | Online | Alireza Siadatan, P.Eng. (Certificate)  |
|  | In person |  | Online | Reza Mahmoudipour, P.Eng. (GLP)  |
|  | In person |  | Online | Oliver Xiao, P.Eng. (Vice-Chair) |
|  | In person |  | Online | Liza Sheppard, P.Eng. (Awards) |

| **Chapter Attendees & other Guest Attendees** |
| --- |
| Ulf Boehlau 90230558King Tung 100213232Meisam Allami 100576293Manuel Ianta 100532116 |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0Approval of Agenda | * O.Xiao called the meeting to order.
* A round of introduction of meeting attendees was conducted.
* Review of agenda and motion to approve agenda
	+ Unanimous Motion by D.Tse and seconded by E. Tsui

**MOTION CARRIED** | 7:07 pmDecision |
| 2.0Approval of Minutes | By **Oliver Xiao*** Meeting Minutes for the January 11, 2024 meeting were reviewed.
* Motion to approve minutes by R. Mahmoudipour and seconded by L. Sheppard

**MOTION CARRIED** | Decision |
| 3.0Chair’sReport | By **Oliver Xiao (on behalf of Marcia Lim)** * Congratulations to 2024/2025 board for completing AGM on February 10, 2024
* Reminder to all volunteers to complete mandatory volunteer training prior to volunteering with the chapter
* No sponsorship is allowed by PEO for any kind of event at this time. Discuss with Chair or Vice-Chair for any extenuating circumstances
* Eventbrite requests for any kind of events must be sent to the Communications Chair with a copy to Chair/Vice Chair for approval.
* Keep your volunteer list up to date
* File your expenses in a timely manner (within 60 days of date of expenditure)
* Check your budgets regularly. Spend only against your approved business plan, any activities outside of the your business plan must be reviewed and approved by the Treasurer/Vice-Chair/Chair
* Optional attendance at another team member’s event (if not a volunteer), you must purchase a ticket for attendance
* Mileage claims will uphold last year's policy. To be reviewed by current directors
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Oliver Xiao*** Current Chapter Executive list that requires business cards and name tags. Complete the list of outstanding information before next meeting
* Modify monthly executive meetings to give more time for members to ask questions and interact with the board of directors.
* Keep meetings informative, focused, bring decisions from committee meetings via whatsapp, approvals to officers via Whatsapp
* 2024-2025 executives onboarding. Mandatory attendance for new executives or with a new role. Optional attendance for existing executives in the same role. Notify officers if not attending the onboarding training.

- Happening at Richvale Library on April 6th, invite deputy directors or essential people(s) for succession planning* Chapter Spring Open House at Social Coffee. Call for half of the committee chairs to attend. April 18th or 25th
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Expense & invoice procedure has been updated. To be formally reviewed in officer onboarding training
* Multiple expense items must be on its own line in Certify
* 2024 Budget: $152, 590 (gross expense), $91,428 (net expense)
* Quickbooks balance as of January 30, 2024 $91,808.97, (net)
* Quickbooks balance as ofFebruary 29, 2024 $87,861.39, (net)
* Take a look at your actuals to have an accurate picture of your budget
* Reach out to Treasurer if you have any questions related to expenses and Certify
* Monthly actuals will be uploaded to Google Drive
* Ensure forecasting of your costs and keep track of your budget
* Reviewed Profit & Loss statements for January and February 2024
 | InfoAction |
| 6.0 Past Chair Update | By **Annabelle Lee**No Updates | Info |
| 7.0 Business and Community Outreach Update | By **Elven Tsui**Events hosted to date:* Jan 25 - Building Commissioning for Transit Facilities
* Feb 03- PM Essentials
* Feb 29 - Concrete Series - Concrete Troubleshooting
* Mar 09 - How to successfully manage engineering project teams

Upcoming events:* April 4 - EMS and wireless testing in Modern World
* April 13 - PM essentials
* Open house - Date TBD
 | InfoAction |
| 8.0Licensing Update  | By **Denis Tse and Alireza Siadatan*** Transition meeting took place on February 22, 2024
* A drafted document has been created which outlines roles and responsibilities for the LPC Director
* Joint Awards gala for the next Spring Licensing Presentation Ceremony (LPC)
* Date for the spring event to be confirmed
* 2-3 volunteers needed to help book a venue for the event
 | Info |
| 9.0 GLP Update | By **Reza Mahmoudipour*** What happened:
	+ Our new volunteer has settled in his role for Aurora-Newmarket riding
	+ The meeting with Minister Lecce has been rescheduled for later this year
* What is planned::
	+ Internal meeting (TBD)
 | Info |
| 10.0 Mentorship and EIT Update | By **Matthew Yeung*** Mentoring day for EIT (Table Tennis) on March 2nd, 2024
* Requested PEO headquarters for seminars regarding new P.Eng licensing process to educate licensure assistance program (LAP) mentors and explain PEAK program
* Inquired about PEO’s future plans to bridge the gap between recent grads and P.Eng
* Willowdale/Thornhill willing to partner for a joint event to educate on the new licensing process
 |  Info |
| 11.0 Awards Update  | By **Liza Sheppard*** 17 Submissions received. (9 project awards, 8 research awards)
* 11 shortlisted for finalists presentations
* 2023 Finalists presentations and judging taking place on March 16, 2024
* Next steps
	+ confirm winners and notify (within 2 weeks)
	+ plan for Awards ceremony (joint event with Spring LPC)
 | Info |
| 12.0 Education | By **Sharon Chen (on behalf of Iris Yan)** * Design Challenge 2024 - May 5th or 11th (TBD)
* This year’s challenge will be related to structural engineering
* School boards no longer allow the use of their infrastructure such as projectors, screens, and sound systems. Must bring our own AV equipment
* Allocated funds for T-shirts will be re-allocated for more and/or expensive prizes
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Ali Sanaee*** Had a meeting with Meggen Janes on February 8, 2024
* Explained about York Chapter, Diversity Committee activities and our events
* She kindly accepted to provide a speech and presentation as a guest for our events
* Working with her to create a draft agenda for an event
* A. Sanaee will confirm her ability for participation
 | InfoAction |
| 13.0Communication and Marketing | By **Oliver Xiao (on behalf of Denis Tse)*** Since completion of February AGM
	+ transitions from previous director and took over social media accounts
	+ Webmail accounts for new directors/Rerouting committees email
	+ Website update and logo fixes for both desktop/tablet/mobile view
	+ drafted communication for NEM event
	+ E-blast schedules are resumed
* In progress:
	+ MS Teams accounts - Require guidelines on the 13 MS licenses
	+ Annual review for e-blast process
	+ Consent for LinkedIN profiles on website
	+ Include deputy

 The website needs to be cleaned up. Keep regularly updating the website by removing expired events, posting new events   |  |
| 14.0Other Business Update  | **Other Business*** Volunteer register to be submitted to HQ after this meeting
* New chapter projector for education and other chapter events?
* Rent wireless bluetooth speaker for chapter events
* M.Yeung to research for pricing for projectors
* HQ AGM is on April 13th in Barrie. A hybrid option is available. Questions or motions can be submitted in advance by going to PEO website and registering for the event
 | ActionInfoActionActionAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **O. Xiao** at 8:21pm
* The next meeting will be held on **April 11, 2024 in person at this location for 6:30 PM.**
 | Info |