**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 90230558  King Tung 100213232  Meisam Allami 100576293  Manuel Ianta 100532116 | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval 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 pm  Decision |
| 2.0  Approval 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 |
| 3.0  Chair’s  Report | 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 | Info  Action  Action  Action |
| 4.0  Vice-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 |
| 5.0  Financial 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 | Info  Action |
| 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 | Info  Action |
| 8.0  Licensing 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 | Info  Action |
| 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 | Info  Action |
| 13.0  Communication 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 |  |
| 14.0  Other 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 | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ 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 |