**Minutes of the Executive Meeting**

Held on April 11th, 2024 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Marcia Lim, 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  Tian You Si Tu 100187026  Damelis Narayan 100541391  Deepa Thayaian 100119876  Talaat Mansour 100104583  Behrouz Ohadi 100210123 | | | | | |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0  Approval of Agenda | * M. Lim called the meeting to order. * A round of introduction of meeting attendees was conducted. * Review of agenda and motion to approve agenda and move Awards update to after Licensing update.   + Motion by M. Lim seconded by S.Chen and A.Siadatan   **MOTION CARRIED** | 7:00 pm  Decision |
| 2.0  Approval of Minutes | By **Marcia Lim**   * Meeting Minutes for the March 14, 2024 meeting were reviewed. * Motion to approve minutes by L. Sheppard and seconded by S. Chen   **MOTION CARRIED** | Decision |
| 3.0  Chair’s  Report | By **Marcia Lim**   * Executive onboarding and training was held on April 6, 2024 * PEO AGM is April 20, 2024 to be attended in person by the Chair and Vice-Chair and LPC Chair. Pre-register online via PEO HQ website * Introduce of a health & safety/quality share at the beginning of meetings * Motion created by M.Lim to hold a health & safety share for all chapter meetings with over 3 attendees. Motion was seconded by L.Sheppard and O.Xiao   **MOTION CARRIED**   * Volunteer registry, recognition and deputies   + Registry: board is responsible to provide a quarterly listing of all volunteers to submit to PEO HQ via Chapter Secretary   + Recognition: Non-executive board volunteers will be asked to track their own volunteering activities to be recognized by HQ.   + Committee volunteer deputies - volunteers welcome!!     - Act on committee chair’s behalf during absence/vacation     - Succession planning     - Personal growth     - Chapter open house: May 2, 2024   Q:Do volunteers also track their own hours as well? Different committees will have different metrics for evaluating volunteer performance.   * Mileage policy update   + set budget of $2000 for the year   + updated criteria has been shared with the Executive board   + Only executive members can expense mileage for chapter business. Committee budgets does not cover mileage   + Chairs to track instances where volunteers are performing essential work and the distances traveled to have a better idea for planning of the budget in the future * Motion created by M.Lim to accept the updated mileage policies which come into effect as of today. Motion was seconded by O.Xiao and I.Yan   **MOTION CARRIED** | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Oliver Xiao**   * Monthly executives meeting   + newer model has been introduced to streamline exec meetings to be short and informative highlighting the following:   + Past events/achievements   + Upcoming events   + Call for volunteers   + Encouraging conversations with interested volunteers and directors after the meeting * 2024-2025 Executive name tags and business cards have been ordered and will be distributed at open house or next exec meeting * HQ requests for:   + volunteer list   + certificate pick up   + centralized chapter website | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Subcommittee meetings   + up to 2 justifiable in-person committee meetings @$15/person per committee   + Additional in-person meetings with meal will need approval from executive officers   2024 budget in business plan must be followed. Anything outside of business plan needs approval by chapter officers (Chair, Vice-Chair, Treasurer)   * 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 March 31, 2024 $81,660.13, (net 11% spent) * Gross expense $11,547.63 (8% of planned gross expense of the year) * 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 * Explained the process for the budget allotment from HQ * Reviewed Profit & Loss statements for March 2024 | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * No Updates * Past chair to spearhead bylaw updates per current Chair | Info |
| 7.0  Business and Community Outreach Update | By **Elven Tsui**  Events hosted to date:   * April 4 - EMS and wireless testing in Modern World   Upcoming events:   * April 13th - PM essentials * May 2nd - 2024 Spring Open house * May 16th - CAN/ULC S1001 integration systems testing of fire protection and life safety systems * June 6th - Battery technology and fire safety * TBD - Meet your councilors | Info  Action |
| 8.0  Licensing Update | By **Alireza Siadatan**   * Negotiated with 3 venues:   + Hilton Garden Inn   + Montecassino   + Paradise Banquet & Convention center * 46 recipients for this ceremony who were licensed from 31-OCt 23 until Feb 29, 2024 plus 3 people from COVID times (add March 2024 recipients if we have availability) * Join awards gala for the next spring LPC * Need **active** volunteers * Discussed sample room layout with site photos   Tian You Si Tu to help with email templates to notify attendees of the upcoming LPC event | Info |
| 9.0  Awards Update | By **Liza Sheppard**   * 2023 finalists presentations and judging was held on Saturday March 16, 2024   + 11 finalists presentation given * Feedback from participants   + generally very positive   + well organized and good presentations   + enjoyed the experience   + good networking opportunity   + would like to see other categories presentations   + suggestion of an online survey for feedback   + comments on the application form itself * Results   + discuss allocation of trophies for different categories and winners * Next steps   + notification letters to finalists (require awards date)   + plan for awards ceremony (joint with spring LPC) | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**   * What happened:   + internal meeting took place on March 25, 2024 with 7/10 volunteers   + sent a condolence letter to Minister Mulroney for the passing of her father Brian Mulroney   + met with Minister Lecce’s new office manager to discuss options for the minister's participation in our design challenge scheduled for may 11, 2024 * What is planned:   + set a date for the licensing presentation ceremony and then GLP will invite an MPP to the event | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung**   * Upcoming event: speed mentoring event   + april 27, 2024 at Richmond Hill Public Library   + looking for volunteers for speed mentoring event * LAP (Licensure assistance program)   + 2024 registration will start in May 2024. Will update eblasts with previous year’s template * LAP 2024 orientation will be held in June 2024. Location and date TBD * List of projectors to purchase. Awaiting budget approval | Info |
| 12.0 Education | By **Iris Yan**   * Design Challenge 2024 - May 11th, 2024 at Sir William Mulock Secondary School * This year’s challenge will be a load bearing tower challenge   Q: Is this event available to private schools in York Region? Yes  Q: What about other school boards? TBD   * Looking for volunteers | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanaee**   * Had a follow up meeting with Meggen Janes * Event to discuss challenges that women face in engineering, importance of equity, and potential solutions * Created a draft description on the event & agenda * Tentative date: June 13, 2024 * Received an inquiry from East Toronto Chapter to collaborate with them on 30 by 30 initiatives | Info  Action |
| 13.0  Communication and Marketing | By **Denis Tse**  No updates |  |
| 14.0  Other Business Update | **Other Business**   * New Projector to be reviewed and evaluated * Leftover swag (caps, water bottles, t-shirts) available to be given away as prizes - speak to Chapter officers * No gift cards are allowed to be given out at any time for any reason * Food safety was discussed for food that has been left out for more than a couple of hours. Disclaimer signs to be created for consuming food | Action  Info  Action  Action  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 8:29pm * The next meeting will be held on **May 9, 2024 in person at this location at 6:30 PM.** | Info |