**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 90230558King Tung 100213232Tian You Si Tu 100187026Damelis Narayan 100541391Deepa Thayaian 100119876Talaat Mansour 100104583Behrouz Ohadi 100210123 |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0Approval 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 pmDecision |
| 2.0Approval 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 |
| 3.0Chair’sReport | 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** |  InfoActionActionAction |
|  4.0Vice-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 |
| 5.0Financial 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
 | InfoAction |
| 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
 | InfoAction |
| 8.0Licensing 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 |
| 9.0Awards 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? YesQ: What about other school boards? TBD* Looking for volunteers
 | InfoAction |
| 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
 | InfoAction |
| 13.0Communication and Marketing | By **Denis Tse**No updates    |  |
| 14.0Other 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
 | ActionInfoActionActionAction |
| 15.0Adjournment/ 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 |