**Minutes of the Executive Meeting**

Held on May 9th, 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 100213232Nima Hijazi 100188724David Sanz 90502899Deepa Thayaian 100119876Fuad Odeh 100573199Arjun Pratap 100564800Vasili Petrovic  |

| **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
* Motion by S.Chen seconded by R. Mahmoudipour and A.Siadatan

**MOTION CARRIED** | 7:02 pmDecision |
| 2.0Approval of Minutes | By **Marcia Lim*** Approval of Minutes for the April 11, 2024 meeting motioned by S.Chen, seconded by R. Mahmoudipour and A.Siadatan

**MOTION CARRIED** | Decision |
| Health and Safety/Quality Share | By **Oliver Xiao**Topic: The practice of defensive driving.Quality share for June to be delivered by **M. Yeung** | Info |
| 3.0Chair’sReport | By **Marcia Lim**Volunteering clarification (by Oliver Xiao)* Sponsorship. No third party sponsorship for PEO, however chapter is allowed to provide sponsorship to third parties
* By-law update: Working group to be held by A.Lee (Past Chair). By-law to be updated before the end of this year, to be presented at AGM for approval.
* East Central Regional Congress on June 12, 2024 to be attended by Chair and Vice-Chair in person.
	+ This is an opportunity for Chapter members to voice concerns, request clarifications
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Oliver Xiao*** PEO volunteer requirements update
	+ Ontario government mandated training still in place for all volunteers
	+ Will prioritize York Chapter P.Eng’s and EIT’s to become volunteers
	+ Opportunities can be offered to the public based on activity needs with discretion of committee directors
* 2024-2025 Executive name tags and business cards have been all distributed
* (reminder) Monthly Executive meetings has changed format to be
	+ informative
	+ focused
* Vice-Chair attended York University Capstone Day as a judge for the first time since prior to the pandemic

  | Info |
| 5.0Financial Report  | By **Sharon Chen*** 2024 Budget: $152,590 (gross expense), $74,245.74 (net expense)
* Quickbooks balance as of April 30, 2024 is $81,660.13, (net 11% spent)
* Gross expense $20,171.91 (13% of planned gross expense of the year)
* Take a look at your actuals to have an accurate picture of your budget
* Reviewed Profit & Loss statements for April 2024
 | InfoAction |
| 6.0 Past Chair Update | By **Annabelle Lee*** No Updates
 | Info |
| 7.0 Business and Community Outreach Update | By **Elven Tsui**Past events:* April 4 - EMS and wireless testing in Modern World
* April 13th - PM essentials
* May 2nd - 2024 Spring Open house

Upcoming events:* May 16th - CAN/ULC S1001 integration systems testing of fire protection and life safety systems
* June 6th - Battery technology and fire safety
* June 8th - Meet your councilors
* June 15th - Project Management Essentials for Professional Engineers
 | InfoAction |
| 8.0Licensing Update  | By **Alireza Siadatan*** LPC Ceremony and Awards Gala will be held on May 26th at Da Vinci Banquet Hall in Woodbridge
* Booked AV and Photographer
* HQ sent a list with 46 recipients for this ceremony who were licensed from 31-OCt 23 until Feb 29, 2024 plus 4 people from COVID times added March 2024 recipients if we have availability
* Have received all licenses from HQ
 | Info |
| 9.0Awards Update | By **Liza Sheppard** * Notifications
	+ Letters have been sent to the winners of the awards
	+ comments on the application form itself
* Planning for Awards Event
	+ Ongoing planning
 | Info |
| 10.0 GLP Update | By **Reza Mahmoudipour*** What happened:
	+ 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. Unfortunately Minister Lecce was unable to attend due to a scheduling conflict
	+ In person with MPP Daisy Wai
	+ Online meeting with MPP Michael Tibolo
* **What is planned:**
	+ In person meeting with MPP Logan Kanapathi on May 10 at 2pm
	+ Working on “Take your MPP to Work” with Minister Tibollo
 | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung*** Speed mentoring event
	+ April 27, 2024 at Richmond Hill Public Library
	+ 17/24 EIT’s and 13/15 mentors attended
	+ Attendance 77%
* Upcoming event: Pathways to Professional Engineer Webinar on May 30, 2024
	+ Speaker is Tracey Caruana, PEO Manager for Engineering Intern Programs
	+ Looking for a co-host who is familiar with managing attendees on Teams
 |  Info |
| 12.0 Education | By Marcia Lim (on behalf of **Iris Yan)*** Design Challenge 2024 Load-bearing Tower Challenge
* to be helped on May 11th, 2024 at Sir William Mulock Secondary School
* 17 teams in total, sold out before registration ended
* 20 volunteers will attend
* M.Lim to deliver keynote address
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Marcia Lim** (On behalf of **Ali Sanaee) and Ali Sanaee*** Event to discuss challenges that women face in engineering, importance of equity, and potential solutions to increase the professional development of women in engineering
* Created a draft description on the event & agenda
	+ women in engineering presentation with Meggen Janes
	+ break out session with smaller groups
	+ Q&A
	+ Networking
* Event date is changed to June 25, 2024
* Venue is Courtyard Marriott
* Request came from Camp Engis for sponsorship. Items must be introduced into the business plan and discussed.
 | InfoAction |
| 13.0Communication and Marketing | By **Denis Tse*** 38 eblasts have been scheduled since 2024 AGM
* Process on eblast/eventbrite communications
* standardized email signatures among executive boards
* Teams accounts have been renewed and assigned to new directors
* Promotions
	+ - The digital marketing team is expanding and we are looking for volunteers/deputy director
* Please reach out if interested

  |  |
| 14.0Other Business Update  | **Other Business*** New Projector has been purchased and was tested at open house
* The Annual Chapter picnic is coming up. Volunteers are needed for planning and volunteering at the event
 | ActionInfoAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 7:48pm
* The next meeting will be held on **June 13th, 2024 in person at this location at 6:30 PM.**
 | Info |