**Minutes of the Executive Meeting**

Held on June 13th, 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  Nima Hijazi 100188724  David Sanz 90502899  Deepa Thayaian 100119876  Vasili Petrovic 90334236  Mona Haghani 100540209  Kamal Kolasangiam 100605291 | | | | | |

| **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 * Motion by O.Xiao seconded by M.Yeung   **MOTION CARRIED** | 7:02 pm  Decision |
| 2.0  Approval of Minutes | By **Marcia Lim**   * Approval of Minutes for the May 9, 2024 meeting motioned by S.Chen, seconded by R. Mahmoudipour   **MOTION CARRIED** | Decision |
| Health and Safety  /Quality Share | By **Matthew Yeung**  Topic: The Importance of Sunscreen in Summer  Quality share for September to be delivered by **D.Verasammy** | Info |
| 3.0  Chair’s  Report | By **Marcia Lim**   * + Attended ECRC on Wednesday June 12, 2024   + Chair and Vice-Chair attended in person   + Next ECRC is scheduled for September 16, 2024   + Highlights from ECRC     - Website centralization by standardization for chapters     - All unclaimed licenses are to be returned to HQ     - LPC Pilot: Regional pilot study for LPC participation. Discussed requirements   Reminders:  Terms of reference update for each committee  2025 business plan due to HQ on June 30th 2024. Internal draft to reviewed by officers by June 21, 2024  Pending events:   * Picnic - TBD * Executive board team building event or chapter strategy session - TBD | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Oliver Xiao**   * New PEO Volunteer application and training requirements   + will roll out in the coming weeks   + new addition of questionnaire during volunteer acquisition   + interview/evaluation process by committee chairs or board members   + new training video with addition of EDI component   + training modules became the last part of the process * PEO HQ volunteer recognitions * Order of Honour recipients will now be recognized at volunteer symposium in November * Year of service recognition will be sent via electronic means   + communicated towards the end of the year   + physical pin will be given to chapter at volunteer symposium   + Chapter to recognize at annual volunteer appreciation dinner or LPC | Info |
| 5.0  Financial Report | By **Sharon Chen**   * 2025 business plan due on June 20, 2024, * pre-populated with 2024 plan items - please review and adjust and provide cost breakdown in comments * Quickbooks balance as of May 31, 2024 is $58,138.92, (net 36% spent) * Gross expense $37,558.64 (25% of planned gross expense of the year) * Take a look at your actuals to have an accurate picture of your budget * YTD actuals for 2024 spending has been sent out * transactions for the month of May were reviewed | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * Updating of Chapter Bylaws (last update was 2014) - awaiting info from PEO | Info |
| 7.0  Business and Community Outreach Update | By Oliver Xiao (on behalf of **Elven Tsui)**  Past events:   * May 16, 2024 - CAN/ULC S1001 Integrated Systems of Testing of Fire Protection * June 6, 2024 - Battery Technology and Fire Safety   Upcoming events:   * June 15th - Project Management Essentials for Professional Engineers (SOLD OUT) * June 20, 2024 - Concrete Series - Non destructive testing for concrete structures * July 9, 2024 - The role of a professional engineer in land development * July 14, 2024 - Meet your councilors (Postponed from June 8, 2024) | Info  Action |
| 8.0  Licensing Update | By **Marcia Lim** (on behalf of **Alireza Siadatan)**   * LPC Ceremony and Awards Gala was held on May 26th at Da Vinci Banquet Hall in Woodbridge * 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 * Working on next ceremony (around October or November) | Info |
| 9.0  Awards Update | By **Liza Sheppard**   * Awards Ceremony   + successfully held of May 26, 2024   + Trophies awarded to 4 companies   + Certificates to 11 companies * Upcoming   + Close-out 2023 Awards with team meeting | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**   * What happened:   + Met with MPP Kanapathy in person on May 23rd   + PEO York volunteer Frances handed over a notebook with MPP Kanapathy’s name on it to her MPP   + Minister Michael Tibollo was invited to our LPC and attended the ceremony on May 26th   + Met with MPP Dawn Gallagher Murphy, MPP for Newmarket * **What is planned:**    + Working on “Take your MPP to Work” with Minister Tibollo and MPP Murphy | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung**   * Past Event: The Path to Becoming a Professional Engineer Webinar held on May 30th * Attendance 88/220 40% attended rate (free, online webinar) * Upcoming event: LAP 2024 Orientation Day   + Date: June 22, 2024   + Time: 10:30 -1:00 pm   + Location: Richmond Hill Public Library (Central Branch)   + Speaker: Sami Lamrad, P.Eng., PEO EIT Training and Program Coordinator | Info |
| 12.0 Education | By **Iris Yan**  Design Challenge 2024 Load-bearing Tower Challenge   * Completed on May 11th, 2024 at Sir William Mulock Secondary School * 17 teams in total, sold out before registration ended * Scholarship application dues June 30th * Will be soon forming a scholarship application reviewing sub-committee | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanee**   * Event to discuss challenges that women face in engineering, importance of equity, and potential solutions to increase the professional development of women in engineering * June 25th, 6:30pm - 8:30 pm * Event date is changed to Richmond Hill Public Library, Oak Ridges Branch * Eventbrite page and E-blasts created and are sent out in good order * 18/30 sold so far * Additional eblast to be sent out to EIT’s only | Info  Action |
| 13.0  Communication and Marketing | By **Denis Tse**   * eblasts have been scheduled since 2024 AGM * New Chapter Websites Initiatives such as automating eventbrite requests using an online form * HQ is asking for feedback from all Chapters, bring questions or concerns to Denis to be sent to HQ. 3 main questions are:   + What is important?   + Do you have a wish list?   + Do you have any concerns with standardizing the websites * The Digital Marketing Team is expanding and we are looking for volunteers and Deputy Director. Please reach out to Denis if interested |  |
| 14.0  Other Business Update | **Other Business**   * Shared data drive safety * Physical backup of all files   Professionals Engineers Foundation for Education - option to support the charity will be removed for renewing Engineers and EIT’s in December 2024  Motion by M.Lim: To support the ongoing promotion of Professionals Engineers Foundation for Education at Chapter Events  Seconded by L.Sheppard  **MOTION CARRIED** | Action  Info  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 8:28pm * The next meeting will be held on **September 12th, 2024 in person at this location at 6:30 PM.** | Info |