**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 90230558King Tung 100213232Nima Hijazi 100188724David Sanz 90502899Deepa Thayaian 100119876Vasili Petrovic 90334236Mona Haghani 100540209Kamal Kolasangiam 100605291 |

| **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 O.Xiao seconded by M.Yeung

**MOTION CARRIED** | 7:02 pmDecision |
| 2.0Approval 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 SummerQuality share for September to be delivered by **D.Verasammy** | Info |
| 3.0Chair’sReport | 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 committee2025 business plan due to HQ on June 30th 2024. Internal draft to reviewed by officers by June 21, 2024Pending events:* Picnic - TBD
* Executive board team building event or chapter strategy session - TBD
 |  InfoActionActionAction |
|  4.0Vice-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 |
| 5.0Financial 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
 | InfoAction |
| 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)
 | InfoAction |
| 8.0Licensing 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 |
| 9.0Awards 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
 | InfoAction |
| 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
 | InfoAction |
| 13.0Communication 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

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| 14.0Other 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 2024Motion by M.Lim: To support the ongoing promotion of Professionals Engineers Foundation for Education at Chapter Events Seconded by L.Sheppard **MOTION CARRIED** | ActionInfoAction |
| 15.0Adjournment/ 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 |