**Minutes of the Executive Meeting**

Held on September 12th, 2024 at 65 Minthorn Blvd, Markham, ON L3T 7Y9

Meeting Chaired by: Marcia Lim, P.Eng.

Recorded by: Darren Verasammy, P.Eng.

| **Executive Attendance** | | | | | |
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|  | 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, P.Eng (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  Vasili Petrovic 90334236  Vitali Lazoshevsky 100555531  Arjun Pratap 100564800  Phelia Kung (OACETT York Chapter Liaison) | | | | | |

| **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 A.Lee seconded by S.Chen   **MOTION CARRIED** | 7:00 pm  Decision |
| 2.0  Approval of Minutes | By **Marcia Lim**   * Approval of Minutes for the June 13, 2024 meeting motioned by L.Sheppard, seconded by M. Lim   **MOTION CARRIED** | Decision |
| Health and Safety  /Quality Share | By **Sharon Chen**  Topic: The Importance of Sunscreen in Summer,  For fall get right equipment for any yard work and dress for the conditions including the right PPE  Quality share for October to be delivered by D.Verasammy | Info |
| 3.0  Chair’s  Report | By **Marcia Lim**  Welcome back from the summer break   * Congratulations to PEO volunteers that received Ontario Volunteer Service Award in July * Fall LPC - venue secured which is Brighton Convention Centre for Saturday November 23, 2024 * Ontario Professionals Engineers Foundation for Education - 65th anniversary- attending PEO York Chapter BBQ   Reminders   * Terms of reference update for each committee * NEW PEO Volunteer application and training requirements * Expenses- Directors to review committee expenses against the 2024 business plan to ensure within committee budgets   Pending events:   * Chapter BBQ - 14th of September (expected attendance >120 people) * Executive board - team building event and chapter strategy session - October (date TBD) | Info  Action  Action  Action |
| 4.0  Vice-Chair’s Report | By **Oliver Xiao**   * Discussion with York University to renew agreement to act as industry advisors with Capstone Projects that starts at the end of the September * 5% weight added to grading for our involvement as advisors * Discuss proposal with University once received   Chapter Picnic   * Support Ontario Professionals Engineers Foundation for Education with a small booth at the picnic. Booth will contain brochures to encourage support of students studying engineering * Encouragement of voluntary donations and a game setup for those with cash can donate * Swag will be given out | Info |
| 5.0  Financial Report | By **Sharon Chen**   * Quickbooks balance as of Aug 31, 2024 is $54,538.49, (net 40% spent) * Same balance for July 30,2024 * Gross expense $41,752.61 (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 * Missing payout emails, will follow up with HQ * Likely more money in the account then Quickbooks balance * Reviewed P&L statements for June and July 2024 | Info  Action |
| 6.0  Past Chair Update | By **Annabelle Lee**   * Updating of Chapter Bylaws (last update was 2014) - awaiting info from PEO * Followed up with Julie Hamilton at HQ - awaiting response | Info |
| 7.0  Business and Community Outreach Update | By **Elven Tsui**   * Looking for volunteers   Past 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 * July 25, 2024 Concrete Series- Concrete Specifications and Standards 101 * August 22, 2024 Concrete Series - Green building revolution   Upcoming events:   * Sept 26, 2024 Machinery Directive - Safety and standards * Oct 3, 2024 - Actionable Strategies for reducing emissions in steel * Oct 5, 2024 Project management essentials for professional engineers | Info  Action |
| 8.0  Licensing Update | By **Alireza Siadatan**   * LPC Ceremony and Awards Gala will be held November 23rd at Brighton Convention Centre * Looking for new attendees list from HQ ((follow up with Pollina) * Provide invitation email to new P.Eng candidates after receiving the list (with D.Tse for providing eventbrite) * Will drop off remaining certificates from the last 3 years next week at PEO HQ (confirmed with Pollina)   **Question:** Why is this event being held outside of York Region?  **Answer:** Cost was an issue, and this location is most feasible for a Saturday event with the budget available. Time is also a restraint | Info  Action  Action |
| 9.0  Awards Update | By **Liza Sheppard**   * Planning will commence soon for the 2024 awards * Looking for volunteers including a Deputy Director * Recognition? | Info |
| 10.0  GLP Update | By **Reza Mahmoudipour**   * What happened:   + York Chapter’s volunteer Brian Lu met MPP Billy Pang for his Canada Day Party   + Brian and Reza met Minister Caroline Mulroney and Premier Doug Ford   + PEO York Chapter had a “Take your MPP to Work” program and Minister Tibollo joined Apex Technical LTd’s office in Vaughan * **What is planned:**    + Sapphire Club with MPP Dawn Gallagher Murphy on September 12 at 6pm | Info |
| 11.0 Mentorship and EIT Update | By **Elven Tsui** (on behalf of **Matthew Yeung)**   * Past 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   + Mentors are needed * Past event: September 7, 2024 Trailblazers Connect: EIT & P.Eng Networking Hike | Info |
| 12.0 Education | By **Iris Yan**   * Scholarship application extended to September 30th due to low number of applications * Mathletics - Early november (November 2nd or 16th) * Looking for volunteers | Info  Action |
| 13.0  Diversity, Equity and Inclusion Update | By **Ali Sanee**   * Successfully organized and held Women in Engineering Event to discuss challenges that women face in engineering, importance of equity, and potential solutions to increase the professional development of women in engineering * Event took place June 25th, 6:30pm - 8:30 pm at Richmond Hill Public Library, Oak Ridges Branch | Info  Action |
| 13.0  Communication and Marketing | By **Denis Tse**   * E-blasts * Website * Files backup - physical backup. * Eventbrite * Emails - issues resolved * Eblasts are going out daily until October * The Digital Marketing Team is expanding and we are looking for volunteers and Deputy Director. Please reach out to Denis if interested      * Members are concerned about not receiving Chapter eblasts. Members need to ensure they select the Primary Chapter as York. Do not select an alternate chapter * Bouncebacks are lower which indicates members are receiving emails * Check spam folders and ensure you are using an email address that you have regular access to * Website is being refreshed   **Question**: How will future chapter events be viewed?  **Answer**: E-blasts will still remain as the primary source to learn of upcoming events. But events will also be posted on the public website  **Question:** Why are events listed as private in eventbrite?  **Answer:** To ensure only chapter members are invited.  **Question**: Are there updates from HQ regarding Chapter websites?  **Answer**: No update from last ECRC - HQ is still working on feedback from Chapters, no timeline of when updates are going to be provided.  **Question:** For a centralized website, do we have to request any changes to the website similar to requesting an eventbrite event?  **Answer:** No idea about the centralized website at this time. More information will be reported at the next Executive meeting |  |
| 14.0  Other Business Update | **Other Business**  Monthly walk at various locations in York Region.  All volunteers need to complete PEO training to be PEO volunteers. They do not have to be involved with engineering to volunteer and be recognized by PEO  **Question**: What is the minimum age for volunteers?  **Answer**: To be confirmed by HQ  **Motion**:York Chapter making a one time matching donation being made at the upcoming Chapter Picnic (September 14) to Ontario Professionals Engineers Foundation for Education up to a maximum of $200 motion by Oliver, seconded by M. Lim  **MOTION CARRIED (**with 4 abstained and none against)  **Question:** Has PEO done its due diligence and vetted Ontario Professionals Engineers Foundation for Education?  **Answer:** All that is needed is to have a motion proposed and approved by Executive Board | Action: **Darren to follow up with Matthew**  Info  Action |
| 15.0  Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 8:44pm * The next meeting will be held on **October 10th, 2024 in person at this location at 6:30 PM.** | Info |