**Minutes of the Executive Meeting**

Held on October 10th, 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** |
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| Ulf Boehlau 90230558King Tung 100213232David Sanz 90502899Vasili Petrovic 90334236Jackson Liang Mina Nozohouri 100203432Pankaj Thakur 100542425online - Phelia Kung (OACETT York Chapter Liaison)online - Patrick Lau (OACETT York Chapter Liaison) |

| **Item** | **Description** | **Action** |
| --- | --- | --- |
| 1.0Approval of Agenda | * M. Lim called the meeting to order after a 6 minute recess.
* A round of introduction of meeting attendees was conducted.
* Review of meeting agenda and motion to approve agenda
* Motion by A.Lee seconded by M. Yeung

**MOTION CARRIED** | 7:06 pmDecision |
| 2.0Approval of Minutes | By **Marcia Lim*** Approval of Minutes for the September 12, 2024 meeting motioned by S.Chen, seconded by R.Mahmoudipour

**MOTION CARRIED** | Decision |
| Health and Safety/Quality Share | By **Vasili Petrovic**Topic: Personal Safety* Pay close attention to your surroundings at all times
* Seek medical attention immediately when injured
* Upon discovery of a serious injury, call 911 and report it.

Quality share for November to be delivered by D.Verasammy | Info |
| 3.0Chair’sReport | By **Marcia Lim**Annual Chapter BBQ was attended by 120 people with curricularist and face painter. A lot of feedback was received, More planning time for next year is needed to allow for the food to be cooked onsiteEast central regional congress updates - September 16, 2024* Standardization of chapter websites to comply with AODA
* Website data migration

Volunteer symposium conference - November 30 at the Chelsea Hotel, Toronto (2 delegates + GLP invitees) replaces Chapters Leaders ConferenceRegulatory Seminars (streamlining requests for chapters with an online form to request regulatory events by the end of the yearReminders:* Terms of references updates for each committee
* Expenses - Directors to review committee expenses against the 2024 Business Plan

Pending events:* Executive Board - team building event and chapter strategy session is postponed (date TBD)
 |  InfoActionActionAction |
|  4.0Vice-Chair’s Report | By **Marcia Lim** (for **Oliver Xiao)**Chapter Picnic* Supported Ontario Professionals Engineers Foundation for Education with a small booth at the picnic. Shared brochures to encourage support of students studying engineering in Ontario.
* Only 1 donation was made, possibly due to location .
 | Info |
| 5.0Financial Report  | By **Sharon Chen*** Quickbooks balance as of Sept 30, 2024 is $50,421.35, (net 45% spent)
* Gross expense $45,276.21 (30% of planned gross expense of the year)
* Take a look at your actuals to have an accurate picture of your budget
* Ensure that costs have been forecasted and track committee budgets
* YTD actuals for 2024-09-30 spending has been sent out
* HQ has not sent payout emails from June to current
* Invoice setup procedure will be circulate
 | InfoAction |
| 6.0 Past Chair Update | By **Annabelle Lee*** AGM 2025

Potential dates: Feb 8 or Feb 15 (long weekend), March 1Motion: AGM to take place on March 1, 2025 (6 agreed, 0 declined, 0 abstained)**Motion Carried**Start reaching out to volunteers on your team and encourage them to think about becoming an executiveUpdating of Chapter Bylaw - awaiting info from PEO | Info |
|  | By **Ulf Boehlau** (for **Elven Tsui)**Past 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
 | InfoAction |
| 8.0Licensing Update  | By **Alireza Siadatan*** LPC Ceremony and Awards Gala will be held November 23rd at Brighton Convention Centre
* 49 recipients and 51 recipients spring 2024
* Sending invitation email to recipients for the hold date
* We need to know prices for ticketing (adults, Kids 4-10 years)
* Will drop off unclaimed certificates from past 3 years
* Willowdale-Thornhill and other PEO chapter recipients are welcome to attend the York ceremony per new rules

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| 9.0Awards Update | By **Liza Sheppard** * 2024 Awards meetings - kick off on Tuesday October 15th
* Applications forms being updated
* Solicitation list being reviewed for any updates
* 2023 feeback/lessons learned will be incorporated
* Commence requests for submissions: 1st week of November
 | Info |
| 10.0 GLP Update | By **Reza Mahmoudipour*** What happened:
	+ PEO has made the decision to retain a new consultant for strategic counsel to PEO’s Government Lisiaon Program , Wellington Advocacy and will no longer be continuing with Brown & Cohen as of October 31, 2024
	+ GLP newsletter will be put on hold
* What is Planned
	+ Lu and Reza will attend MPP Pang’s Thanksgiving Celebration on October 11, 2024
 | Info |
| 11.0 Mentorship and EIT Update | By **Matthew Yeung**Upcoming events:* Case Study: Blackberry Movie
	+ Learning from the rise and fall of the company BlackBerry
	+ Date: TBD currently in planning stage
* Presentation from headquarters for PEAK program

- Detailed guide on how to submit CPD and what is eligible.Communicating with Head OfficeDate: TBD currently in planning stage |  Info |
| 12.0 Education | By **Sharon Chen** (**for** **Iris Yan)**Scholarship application * Reviewing of submissions is in progress (8 total)
* 6 judges

**Question**: Why such a low number of applicants?**Answer:** Timing of advertising needs to be modified. Possibly commence prior to the school year (February or March with other scholarships)Consider removing video applicationsNext event: Mathletics - November 16th at Pierre Elliott Trudeau High School* Distributed through Eventbrite/LinkedIn/Local School Board/Website
* Promote the event through friends, family, and colleagues
* Looking for volunteers including inspiring speakers
* Great prizes
 | InfoAction |
| 13.0 Diversity, Equity and Inclusion Update | By **Darren Verasammy and Marcia Lim** (for **Ali Sanee)*** Annual 30 by 30 check-in was held on October 2nd, 2024
* New metrics were released including the data for 2023
* Explained and discussed the 30 by 30 program and key metrics within the program
 | Info |
| 13.0Communication and Marketing | By **Denis Tse*** E-blasts
* Website
* Files backup - physical backup.
* Eventbrite
* Emails - issues resolved
* The Digital Marketing Team is expanding and we are looking for volunteers and Deputy Director. Please reach out to Denis if interested
* Website has been updated
* Chapter assignment Primary and Alternate. Select Primary Chapter only otherwise you may receive correspondence from your alternate chapter instead of primary chapter.
 | InfoAction |
| 14.0Other Business Update  | By **Various** **Question:** Will the chapter annual budget be regional for 2025?**Answer:** Currently no budgets have been approved. Regions will adhere to their business plan, but if additional funds are needed then money can be re-distributed **Question:** How are action items from previous minutes addressed? Does it get addressed in the monthly meeting?**Answer:** Committees are responsible for solving action items. Action items should be solved within the committee. Secretary to compile action items for a slide in the next meeting **Question**: What is the minimum age for volunteers?**Answer**: Chapter has decided to obtain volunteers that have completed high school as a requirement. Past high school students have required a large amount of supervision  | Action: InfoAction |
| 15.0Adjournment/ Next Meeting | * All items on agenda completed. Meeting adjourned by **M. Lim** at 8:35pm
* The next meeting will be held on **November 14th, 2024 in person at this location at 6:30 PM.**
 | Info |